



Title	Collaborative Working Policy			Ref. No	POL05
Approved by	SLT	Date	02/02/2021	Issue	01

General statement

MKC Training is committed to providing high quality training design and delivery services, which are innovative and valued by our business partners, customers, colleagues, suppliers and the wider communities in which we work. We seek to grow the business through enduring relationships based on mutual trust, respect, and the pursuit of shared goals. This policy is applicable to all MKC Training opportunities and programs once it has been established that formal and structured collaborative working is appropriate and advantageous to all parties.

Collaborative objectives

Collaborative business objectives have been established in line with our vision, values and strategic priorities. These shared goals will deliver:

- Well-trained and motivated trainees and other learners
- Innovative, relevant and engaging training delivery and design services
- Responsive partner relationships at all levels, based on mutual trust to drive continual improvement.

Our Commitment

We fully commit to:

- The evaluation of each new contract, project, customer, key supplier or partnering arrangement to determine the extent to which collaborative working should be employed
- Delivering on our partnership commitments to enhance our performance and meet the objectives of our business relationships in a reliable, honest and consistent manner
- Determining applicable legal & other collaborative working requirements, ensuring relationships are completed in accordance with them & evaluating how effectively we satisfy them
- Removing or reducing the likelihood and impact of business and partnering risks before they occur, and dealing effectively with issues if they do arise
- Actively seeking the views of all those who have a business relationship with us, to ensure we are acting in the best interest of the relationship
- Measuring performance and continually improving our approach to collaborative working to enhance our partnership offering and deliver outstanding results
- Implementing and maintaining a collaborative relationship management system that complies with ISO 44001 and is integrated within our overall Management System
- Allocating suitable and sufficient resources, including training, to enable us to achieve our collaborative working aims and objectives
- Ensuring employees understand their role in collaborative working and systems

Responsibilities

As Managing Director and Senior Executive Responsible for collaborative relationships, I have overall responsibility for ensuring this policy is complied with and will review it at least annually, and at such other times as may be required, to ensure it remains relevant and appropriate to the aims and objectives of our business. The successful implementation of this policy requires the cooperation, commitment and involvement of everyone in the business. Full collaborative working arrangements are available through our SharePoint site. This policy is made available to all interested parties through our website or on request.

Mike Garrod – Managing Director

Date: 02 February 2021

Not controlled when printed

Reviewed by											
Date											