

EMPLOYEE HANDBOOK



STATOM GROUP

WELCOME



Stan Nikudinski, CEO

At Statom Group, we believe our success is built on the dedication, talent, and diversity of our people. Whether you're just joining us or have been with us for years, I want to extend a warm welcome and express how important each of you is to our mission. Our company is more than a place of work—it's a community. We are committed to fostering an environment where every employee feels valued, supported, and empowered to grow. This handbook is designed to help you understand our values, policies, and the resources available to support you both personally and professionally. As we continue to grow and evolve, our focus remains on innovation, collaboration, and creating an inclusive culture. Together, we will continue to drive the success of our business while making a positive impact on our industry and the communities we serve. Thank you for being part of this journey. I look forward to all that we will achieve together.



Tommy Brown, Group Chairman

It is with great pride that I welcome you to Statom. As Chairman, I have witnessed our company grow and evolve, and at the heart of that progress has always been our people. You are the foundation of our success, and I am grateful for the passion and dedication you bring to your work every day. This handbook is an important resource to help you understand our company's vision, values, and policies. I encourage you to familiarise yourself with it, as it reflects our commitment to creating an environment where everyone feels valued and empowered. Together, we will continue to push boundaries, innovate, and achieve great things. Thank you for being a vital part of this journey.

Our Code of Conduct defines the STATOM way, ensuring that everyone understands what is expected of them. It outlines the minimum standards of behaviour and provides clear guidance for situations where there may be uncertainty. A copy of the Code of Conduct is readily available for reference on SharePoint under My Employment/Code of Conduct.

KEY CONTACTS

HR

07703 808 121
hr@statom.co.uk

Payroll enquiries

07521 516 676
payroll@statom.co.uk

Learning and Development

07756 878 292
training@statom.co.uk

Health and Safety

07519 200 532
safety@statom.co.uk

SharePoint / My Employment

Statom House
47-49 Durham St
Vauxhall
SE11 5JA
T: 020 7222 2020
www.statom.co.uk

 **STATOM GROUP**



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DISCLAIMER
This handbook as well as our Policies and Procedures are not contractual and do not form part of your terms and conditions of employment. This information is for guidance only. For the latest versions of policies and procedures refer to the SharePoint, My Employment /Policy, and Best Practice.

PAY AND REWARDS

At Statom Group, we understand that our continued success relies heavily on the commitment and performance of our employees. To support this, we offer a comprehensive reward package designed to attract, develop, and retain top talent.

SALARY

REVIEW AND PAYMENT

We regularly review salary ranges to ensure competitiveness in the marketplace. Salaries are paid monthly in arrears, generally on the last working day of the month. Please note that payments may occasionally be processed a day earlier, but this should not be relied upon for arranging direct debits or standing orders.

ACCURACY OF INFORMATION

To ensure accurate payment and receipt of important documents such as payslips and P60s, keep your personal details up-to-date with the HR team.

Provide a P45 from your previous employer to ensure correct Income Tax deductions. If you do not have a P45, please contact the Payroll Team to complete a P46 form.

PAYSLIPS

Detailed breakdowns of salary payments are provided on your payslip, which can be accessed via the Sage HR app.

EXPENSES

REIMBURSEMENT

The Company will reimburse you for out-of-pocket expenses incurred during your employment, including business travel, mileage (for employees not participating in the Statom Car Scheme), and professional memberships, provided these expenses are pre-authorized by your manager.

SUBMISSION AND PAYMENT

Complete the relevant expense form and obtain managerial authorization. Submit the form to the Accounts Department. Receipts are required for all expenses, and VAT receipts must include the supplier's VAT registration number.

RECRUITMENT INCENTIVE

To support our growth and recruitment efforts, we offer a Recruitment Incentive Scheme (RIS) to reward employees who successfully refer new talent to our company. The scheme provides a £500 incentive, paid in two installments:

First installment: £250, payable once the referred employee successfully completes their probationary period.

Second installment: £250, payable three months after the first payment. Further Information: For full terms and conditions of the RIS, please contact the HR Department.

BENEFITS

As a Statom employee, you have access to a wide range of benefits, allowing you to choose what works best for you.

THESE INCLUDE:

- **Life Insurance** (Death in Service)
- **Private Medical Insurance**
- **Eye Care**
- **Discount Portal** (Perkbox)
 - Retail Vouchers
 - Travel Insurance
 - Lifestyle Benefits

Additional savings on tax and National Insurance may apply.

For full details, please refer to the 'My Employment' section on SharePoint.

WELL-BEING



At Statom, we prioritise the health and well-being of our employees through a comprehensive approach that includes health screening and stress management.

MENTAL HEALTH AND WELL-BEING AT WORK

OUR COMMITMENT

At Statom Group we value mental health as much as physical health. We strive to create a supportive environment where employees can prioritise their well-being and seek help when needed.

RECOGNISING SIGNS

COMMON SIGNS OF MENTAL HEALTH STRUGGLES

- Difficulty concentrating.
- Loss of interest in daily activities.
- Fatigue or trouble sleeping.
- Increased irritability or sadness.

If you or a colleague experience these symptoms, we encourage early action.



EMPLOYEE ASSISTANCE PROGRAMME

As part of our commitment to supporting the well-being of our employees, we offer an Employee Assistance Programme (EAP) as a valuable benefit. The EAP provides confidential support for a wide range of personal and professional challenges, including stress, mental health, financial concerns, and work-life balance. Employees and their immediate family members can access free, professional counseling and resources to help manage life's challenges. The EAP is designed to promote overall wellness and ensure that you have the support you need, both at work and outside of it.

For more information please visit 'My Employment' portal on SharePoint.

STRESS MANAGEMENT

HOLISTIC APPROACH

We recognise that personal stress can be influenced by various aspects of life. Our approach to stress management focuses on helping employees understand and manage stress both personally and corporately.

STRESS RISK ASSESSMENT

Managers will conduct stress risk assessments for their teams to identify and address potential stressors.

CULTURE OF OPENNESS

We promote open conversations about mental health without stigma. Managers and colleagues are encouraged to support one another and ask for help when needed.

For assistance, contact your Mental Health First Aider and or HR Team.

ABSENCE AND LEAVE



ANNUAL LEAVE

The holiday year runs from 1st January to 31st December. Your annual leave entitlement is detailed in your Principal Statement of Terms and Conditions. If you join partway through the year, your holiday entitlement will be pro-rated based on your start date. Public holidays are in addition to your annual leave entitlement.

KEY POINTS

You are required to reserve a portion of your annual leave to cover any office or site shutdown during the Christmas period. Please check with your manager for specific local arrangements.

If you fall ill while on holiday, and provide a valid doctor's certificate, those days may be treated as sickness rather than holiday.

Payments in lieu of unused holiday will not be made, except for employees who are leaving the company.

REQUESTING ANNUAL LEAVE

All holiday requests must be submitted via Breathe HR well in advance and approved by your line manager before you make any personal arrangements or bookings.

SICKNESS AND ABSENCE

- If you are unable to attend work due to illness, you must notify your line manager by telephone on the first day of your absence and continue to update them daily (or as agreed).
- For absences of 1 to 7 days (including weekends), you are required to complete a Statom Self-Certification Form, available on SharePoint under My Employment (ME).
- From the 8th day of sickness, a doctor's certificate is required to cover the remainder of your absence. Company and Statutory Sick Pay (SSP) will only be paid when a valid certificate is provided.

More details on sick leave entitlements and SSP can be found in your Principal Statement of Terms and Conditions.

For comprehensive guidance, refer to the Sickness and Absence Management Policy on Sharepoint under My Employment / HR Policy and Best Practice.

In some cases, we may request permission to contact your GP or a consultant to understand how your job may affect any medical conditions. This helps us assess whether any reasonable adjustments are needed to support your return to work. Alternatively, you may be referred to an independent occupational health specialist, appointed by the company.

COMPASSIONATE LEAVE

In the unfortunate event of a bereavement within your immediate family, Statom offers full support. We understand that each situation is unique, and employees are encouraged to discuss their specific needs with their line manager. An automatic entitlement of five days of paid compassionate leave is granted in the event of the death of an immediate family member.

JURY SERVICE

If you are called for jury service, please notify your manager and send the 'financial loss' form to the HR Team for completion. If the court does not require your presence on any given day, you are expected to return to work if practical.

Upon completion of jury service, the court will reimburse you for your loss of earnings and expenses. You are required to inform the company of the amount received for loss of earnings, as this will be deducted from your salary. You may keep any reimbursement for expenses.

TERRITORIAL ARMY

We recognise and support employees who serve in the Territorial Army. If you are a member of the Territorial Army, we ask that you inform your manager in advance of any scheduled training or service commitments that may affect your attendance at work. In accordance with company policy, you are entitled to take paid or unpaid leave for the duration of your service, as required by law. We encourage open communication to help manage your work schedule effectively and ensure a smooth balance between your responsibilities at work and your service in the Territorial Army.

WORK-LIFE BALANCE AND FLEXIBLE WORKING

At Statom, we understand the importance of balancing work and personal responsibilities. Flexible working can make a significant difference, particularly for parents and carers. We encourage informal flexibility where possible, such as adjusting start and finish times, working from locations closer to home, or occasional home working (if practical and beneficial to the company).

For those who require a more permanent change in their work pattern, employees may submit a request through the company's Flexible Working Procedure.

When employees are required to work away from home, we aim to ensure that they are comfortable and supported in their temporary accommodation.

MATERNITY LEAVE

Statom is committed to supporting employees through all stages of pregnancy, childbirth, and returning to work. Employees who are pregnant are entitled to statutory maternity leave and pay, in accordance with government regulations.

KEY POINTS

- You are entitled to up to 52 weeks of maternity leave, which is divided into 26 weeks of Ordinary Maternity Leave and an additional 26 weeks of Additional Maternity Leave.
- You may begin your maternity leave at any time from 11 weeks before your expected due date.
- You must notify your line manager and HR of your pregnancy, the expected due date, and your intended maternity leave start date at least 15 weeks before your baby is due. A MATB1 certificate from your doctor or midwife confirming your due date must also be provided.
- Statutory Maternity Pay (SMP) is available for up to 39 weeks, provided you meet the eligibility criteria. The first 6 weeks are paid at 90% of your average weekly earnings, and the following 33 weeks at the statutory rate (or 90% of your earnings if lower).

Upon your return, we will do our best to accommodate flexible working requests and support your transition back to work. Please refer to the Maternity Policy for detailed information about your rights and responsibilities during maternity leave.

PATERNITY LEAVE

Statom is committed to supporting new parents.

ELIGIBILITY

- To qualify for statutory paternity leave and pay, employees must:
 - Have been continuously employed for at least 26 weeks by the 15th week before the expected week of childbirth (or the date of adoption placement).
 - Be the biological father, the mother's partner, or the adopter's partner.
 - Be taking time off to help care for the child or support the child's mother or adopter.
- Statutory paternity leave must be taken within 56 days (eight weeks) of the child's birth or adoption placement.

LEAVE AND PAY

Employees can take up to 2 consecutive weeks of paternity leave. The leave must be taken in one go; it cannot be split into separate weeks.

The leave must be taken within 56 days of the birth of the child (or within 56 days of the due date if the child is born early).

Additional unpaid or paid leave can be arranged with your line manager, providing greater flexibility to support your family.

ADOPTION LEAVE

Statom recognises the importance of supporting employees who are adopting a child and offers adoption leave in line with statutory requirements. Employees who adopt are entitled to take time off to bond with their new family member and make arrangements for their care.

KEY POINTS

- You are entitled to up to 52 weeks of adoption leave, consisting of 26 weeks of Ordinary Adoption Leave followed by 26 weeks of Additional Adoption Leave.
- Adoption leave can start from the date the child moves in with you or up to 14 days before this date if you are adopting from within the UK. For overseas adoptions, leave can start once the child arrives in the UK.
- You must notify your line manager and HR of your adoption placement and intended start date of leave within 7 days of being matched with a child or as soon as reasonably possible.

- The first 6 weeks are paid at 90% of your average weekly earnings, followed by 33 weeks at the statutory rate (or 90% of your earnings if lower). If both partners are employed, one may take adoption leave, and the other may qualify for paternity leave or Shared Parental Leave.

PARENTAL LEAVE

In addition to paternity leave, parents also have the option to take Shared Parental Leave (SPL). This allows the parents to share up to 50 weeks of leave and up to 37 weeks of pay between them, depending on eligibility and how the mother decides to share her maternity leave. Requests for parental leave should be submitted to your line manager, giving at least 21 days' notice.

OTHER ABSENCE

Occasionally, you may need to take time off work for reasons not covered by other policies, such as the unforeseen illness of a dependant. In such situations, please inform your line manager as early as possible, and where feasible, request time off in advance. Typically, absences of this nature are unpaid, unless otherwise agreed with your line manager.



LEARNING AND DEVELOPMENT

Throughout your career with us, we are committed to offering opportunities for learning and development, whether through on-the-job training, support from your manager and colleagues, or through various formal training opportunities. It should be inserted above.

We provide the guidance, support, and time you need to enhance your skills for your current role, while also preparing you for future career progression. In return, we encourage you to take full advantage of these opportunities and invest in your own development.

For more information on training opportunities, please visit [SharePoint / My Employment](#)

CONTINUING PROFESSIONAL DEVELOPMENT

We encourage employees to pursue further education and professional qualifications. Statom will consider requests for educational sponsorship, subject to eligibility criteria. For guidance on eligibility and the application process for financial sponsorship, please contact the Training Team.

At Statom, your ongoing development is key to both your success and the success of the company. Throughout your career with us, we are committed to offering opportunities for learning and development, whether through on-the-job training, support from your manager and colleagues, or through various formal training opportunities.

We provide the guidance, support, and time you need to enhance your skills for your current role, while also preparing you for future career progression. In return, we encourage you to take full advantage of these opportunities and invest in your own development.

OUR OFFERINGS INCLUDE:

- Technical training
- IT skills development
- Health and Safety
- Interpersonal skills
- Management development

For more information on these training opportunities, please visit [SharePoint/My Employment](#).

ROLES AND RESPONSIBILITIES

As part of your induction, your manager will provide you with a copy of your Roles and Responsibilities which outline the core duties of specific job titles, though additional tasks or responsibilities may be required, which will be agreed upon with you. These profiles are also used in recruitment and form the foundation of your Performance Development Review (PDR) discussions with your line manager.

TRAINEE SCHEME

At Statom, developing future talent is a core part of our culture. Our trainee programmes combine practical project experience with professional, technical, and leadership development. Whether you aspire to a career in project management, quantity surveying or engineering, our programmes will equip you with both technical and leadership & management skills.

Many of Statom's trainees progress to management-level roles within a few years of joining the company. As part of your development, you will also attend Statom's Interpersonal Development Course, which includes a community action project, focusing on key leadership skills.



SUMMARY OF KEY HR POLICIES AND PROCEDURES

At Statom, we are committed to creating a fulfilling work environment and ensuring fairness in all aspects of employment.

Our HR policies and procedures are designed to monitor and promote fairness, equality of opportunity, and good practice in recruitment, employment, and employee development. These policies also ensure we continue to offer competitive terms and conditions of employment, benefits, and pension rights.

Although these policies are non-contractual, they are reviewed regularly to ensure they meet statutory requirements and reflect our commitment to being a fair employer.

The full range of HR policies and procedures is available on Sharepoint under My Employment / HR Policies. Below is a summary of some of the key.

DISCIPLINARY POLICY

Statom's disciplinary procedure, developed in line with the ACAS Code of Practice and current legislation, is intended to help employees achieve and maintain the required standards of conduct. This policy applies to all employees and ensures consistent and fair treatment in situations where the rules or regulations are not followed, or where performance standards are not met.

The procedure clearly outlines the steps for investigating issues, ensuring that disciplinary actions are carried out fairly. Employees have the right to be accompanied during any disciplinary hearings and have the right to appeal any disciplinary actions taken against them. For issues related to performance, a separate Performance Management Procedure is available to help employees reach the required level of capability.

EMAIL AND INTERNET USAGE POLICY

This policy governs the appropriate use of Statom's email and internet systems, which are primarily for business purposes. A reasonable amount of private use is permitted, but all usage is subject to monitoring by the company.

Inappropriate use of email or the internet, including the circulation of pornographic, racist, sexist, or other offensive materials, will not be tolerated and may result in disciplinary action, including summary dismissal for gross misconduct. It is crucial that all employees familiarise themselves with this policy to understand the boundaries of appropriate use and avoid potential liabilities for misuse.

TRAINING POLICIES

A range of policies related to learning and development can be found on Statom's Sharepoint / HR Policies and Best Practice. These include:

- Professional Fees Policy
- Training Expenses Policy
- Training Policy

TRAINING COMMUNICATION

It is important that you stay informed about the training opportunities available. Always discuss your attendance at any training event with your line manager to ensure adequate work cover during your absence. For any questions, please contact the Training Team at our London Bridge office.

BULLYING AND HARASSMENT POLICY

At Statom, respect for people is one of our core values. We are committed to providing a safe and professional working environment, free from harassment, bullying, or intimidation.

Every employee has the right to work without fear of harassment or bullying, and we take this responsibility seriously. If Statom determines that harassment or bullying has occurred, we will take immediate action through our disciplinary procedure. Serious or repeated cases of harassment or bullying may constitute gross misconduct and can lead to summary dismissal.

Employees who witness such incidents can use the Whistleblowing Procedure to report them without fear of retaliation. Our Bullying and Harassment Procedure outlines what to do if you feel you have been treated unfairly and encourages prompt action. For confidential advice, the HR Team is available for support.

DRUGS AND ALCOHOL POLICY

Statom is committed to maintaining an injury-free workplace and promoting a culture of safety and well-being. The misuse of drugs or alcohol can significantly increase the risk of accidents, impact health, and negatively affect colleagues. While moderate alcohol consumption may be part of social life, especially in work-related settings, it is essential to exercise good judgement. Our policy prohibits any Statom employee, whether permanent, contract, or part of the supply chain, from reporting to work under the influence of drugs or alcohol. To manage this risk, we may implement drug and alcohol testing under the following circumstances

FOR CAUSE TESTING

Following an accident or near-miss resulting in, or liable to result in, a reportable injury (RIDDOR), or if an employee's behaviour suggests they may be under the influence.

RANDOM TESTING

Statom reserves the right to introduce random testing in certain circumstances. A positive result for drugs or alcohol, refusal to take a test, or attempts to evade testing will be deemed a breach of this policy and will result in disciplinary action, potentially leading to dismissal for gross misconduct.

GRIEVANCE PROCEDURE

Statom is committed to ensuring that employees have a fair and transparent process to raise concerns or grievances. Separate from the disciplinary appeals process, the Grievance Procedure allows employees to formally address any issues they may encounter. This procedure consists of three stages:

- 1. Informal Stage** - Employees are encouraged to raise issues with their line manager or the HR Team to seek an informal resolution.
- 2. Formal Stage** - If the matter cannot be resolved informally, employees can submit a formal grievance in writing, which will be thoroughly investigated.
- 3. Appeal Stage** - Should the employee feel dissatisfied with the outcome of the formal grievance process, they may appeal the decision, which will be reviewed by senior management.

Our HR Team is available throughout this process to offer guidance and support in resolving grievances as quickly and effectively as possible.

USE OF MOBILE PHONE POLICY

At Statom, safety is our top priority, including ensuring the safety of our employees while commuting or driving for business purposes. To mitigate the risks associated with reduced concentration, the use of both hands-free and handheld mobile phones and smart devices for work-related activities while driving is strictly prohibited.

It is important to note that drivers can be prosecuted for using hands-free devices if they are not in full control of their vehicle. The minimum penalty for using a mobile phone while driving includes a fine and points on the driving license. Therefore, adherence to this policy is mandatory, and failure to comply will result in disciplinary action.

WHISTLEBLOWING POLICY

At Statom, we are dedicated to fostering an ethical working environment that is free from malpractice, harassment, bullying, discrimination, and health and safety violations. Our Whistleblowing Policy encourages employees to report any malpractice, ensuring a more open and transparent workplace. This policy also protects employees from dismissal or victimisation for making legitimate disclosures.

Who is covered? This policy applies to all employees, both permanent and temporary, as well as third-party workers. There is no minimum length of service required for protection, but certain criteria must be met as outlined below.

What can be reported? Employees can invoke this policy to report concerns relating to:

- Criminal activity
- Legal non-compliance
- Harassment, bullying, or discrimination
- Health and safety risks
- Environmental damage
- Concealment of information related to the above
- Serious breaches of the email and internet policy (e.g., circulating offensive material)

Employees are also encouraged to report concerns about unethical practices, including:

- Fraud or concealment in construction
- Manipulation of financial figures
- Inappropriate relationships between management and subcontractors

How to report? Concerns should first be raised with your immediate line manager. For cases of harassment or bullying, please follow the separate grievance procedure.

HEALTH AND SAFETY POLICY

Statom is committed to protecting the health and safety of everyone involved in our operations. Our goal is to carry out all activities safely and in compliance with relevant legislation.

Upon joining Statom, you will receive a copy of the Group Safety, Health, Environmental, and Quality Policy. Please review it thoroughly as it outlines your responsibilities, as well as the organisation's framework for maintaining a safe workplace.

Your role: Regardless of your position, every employee has a part to play in maintaining our excellent health and safety record. If you have any concerns or questions, speak to your line manager or one of our safety managers.

CORPORATE RESPONSIBILITIES

Statom takes its corporate responsibilities seriously, ensuring that we conduct business ethically, sustainably, and in a manner that supports the communities in which we operate.

We continually seek to improve our environmental impact, ensure fair labour practices, and engage positively with stakeholders. For further information on our corporate responsibilities, please refer to the Group Corporate Responsibility Policy, available on Sharepoint/My Employment.

CODE OF CONDUCT

Our Code of Conduct outlines the Statom Way, providing clear guidance on the expectations for all individuals within our organisation.

The values and principles outlined in the Code serve as our guiding compass, while the Statom Code of Business Conduct ("Code") acts as a roadmap, ensuring that we remain aligned with these core values. A copy of the Code of Conduct is available on the 'My Employment' portal on SharePoint for your reference.



COMMUNICATION

10A) INTERNAL COMMUNICATIONS

Statom's Marketing Team oversees internal and external communications to ensure our messaging is consistent and aligned with the company's values. You will receive updates and information from both your business unit and the Group through a range of channels, including:

- **Group Newsletter**
- **Sharepoint News page**

10B) PROTECTING OUR REPUTATION AND CRISIS COMMUNICATIONS

Managing Statom's reputation is critical. If you are approached by the media or encounter a situation that may negatively impact the company's reputation, you must contact Marketing before making any statements. Marketing will guide you on the proper procedure.

In case of a site incident, contact your Project Manager / Director, who will activate the crisis communications team.

10C) BRAND GUIDELINES AND PHOTOGRAPHY

Statom's brand is a key asset, and maintaining its consistency is vital. **Please refer to the brand guidelines available on Sharepoint/My Employment** or contact Group Marketing for further information. Marketing also coordinates all-company-related photography to ensure consistent quality.



PERSONAL DETAILS

It is important that Statom maintains up-to-date personal information for all employees. If your personal details change (e.g., address, bank details), notify the HR Team in writing.

Statom securely processes personal data in line with the Data Protection Act and our internal Access to Personal Data Policy. Your information will be used solely in connection with your employment and will not be shared with third parties without your consent, except as required by law.

LEAVING STATOM GROUP EMPLOYMENT

Notice Periods

If you decide to resign from your position at Statom, please notify your line manager and confirm your resignation in writing. A copy of your resignation letter should also be sent to the HR Team.

- **Notice Period:** You will be paid for your full contractual notice period unless an earlier leaving date is agreed.!
- **Accrued Holidays:** Any unused holiday entitlement will be paid out, or if you have overtaken your holiday entitlement, it will be deducted from your final salary.

Return of Company Property

When leaving Statom, all company property (e.g., laptops, ID cards, etc.) must be returned on or before your last working day. Failure to do so may result in payments being withheld until all items are returned.

Exit Questionnaire

Upon receiving notice of resignation, the HR Team will send an exit questionnaire to help Statom understand the reasons for your departure and identify areas for continuous improvement.

