

Statom Group Sickness Absence and Medical Capability Policy and Procedure Policy

HR-POL- 014-03

Final policy updated for April 2026 employment law changes

Effective date	6 April 2026	Review date	6 April 2027
Status	Final	Applies to	All Statom Group employees

1. Purpose

This policy sets out how Statom Group manages sickness absence, supports employees during short-term and long-term ill health, and addresses medical capability issues fairly, consistently and lawfully. It aims to support wellbeing, maintain safe attendance, minimise operational disruption and comply with UK employment law and payroll requirements.

2. Scope

This policy applies to all Statom Group employees, including full-time, part-time, fixed-term and casual employees. It covers sickness absence, medical certification, Statutory Sick Pay (SSP), occupational health referrals, return-to-work support, attendance review triggers and medical capability processes. It should be read alongside the Absence and Time Off Policy, the Employee Handbook, the Equality Policy, the Disciplinary Policy and the Employee Privacy Notice.

3. Principles

- Sickness absence will be managed fairly, consistently and with appropriate sensitivity.
- Managers will focus on support, attendance management and reasonable adjustments, not automatic sanctions.
- Statom Group will keep appropriate records and handle medical information confidentially and in line with data protection law.
- Disability-related absence, pregnancy-related absence, menopause-related symptoms where relevant, and other protected or exceptional circumstances will be taken into account when applying this policy.
- The Company will consider occupational health advice, medical evidence and reasonable adjustments before taking formal action or considering dismissal on capability grounds.

4. Roles and responsibilities

4.1. Employees

- notify absence in line with this policy;



- provide accurate information and medical evidence where required;
- maintain reasonable contact during absence;
- attend return-to-work meetings and cooperate with support measures; and
- cooperate with occupational health, medical assessments or health surveillance where reasonably required.

4.2. Managers

- apply this policy consistently and fairly;
- record absence accurately and promptly;
- maintain reasonable contact during absence;
- seek HR support where absence is complex, repeated or prolonged; and
- consider support, adjustments and occupational health referrals where appropriate.

4.3. HR and Payroll

- support managers and employees with policy application;
- ensure SSP and any related payroll treatment are processed correctly;
- maintain appropriate records and confidentiality; and
- support formal attendance and capability processes where needed.

5. Notification and reporting

5.1. First day of absence

Employees must notify their manager by telephone as early as possible and no later than 8:00am on the first day of sickness absence, or before the start of the shift if earlier. The employee must explain the reason for absence, the expected duration if known, and confirm a contact telephone number.

If the employee cannot reach their manager, they must contact the agreed alternative, for example the duty manager or site contact, and record who they spoke to and when.

Text, WhatsApp or email is not normally acceptable as the first method of notification unless it is not reasonably practicable to call, for example because of emergency hospital admission. In that case, the employee must send a message and call as soon as possible.

5.2. Ongoing contact

Employees must maintain agreed contact during sickness absence and provide updates as reasonably requested. If the absence lasts longer than two weeks, the employee must make contact at least every seven days unless a different contact arrangement has been agreed.

5.3. Failure to notify

If an employee fails to notify absence in line with this policy, Statom Group may treat the absence as unauthorised and manage it under the Disciplinary Policy. Any statutory payments that are legally due will still be paid where eligibility is met and satisfactory evidence is provided.



6. Certification and medical evidence

6.1. Self-certification

For absences of 7 calendar days or less, the employee must complete the Company self-certification process on return to work.

6.2. Fit notes

For absences of more than 7 calendar days, the employee must provide a fit note covering the absence from the 8th calendar day onwards. Calendar days include weekends and non-working days. Medical certification must remain continuous, with no gaps.

6.3. Additional medical evidence

Where reasonably required, Statom Group may request further medical evidence or clarification to support attendance management, occupational health advice, legal compliance or fitness for work decisions. The Company will explain what is required and why.

7. Statutory Sick Pay (SSP) and sick pay

7.1. Statutory Sick Pay

Statom Group will pay Statutory Sick Pay (SSP) to eligible employees in accordance with the statutory rules in force from time to time. SSP is payable from the first full day of sickness absence, subject to statutory eligibility and compliance with this policy's reporting and certification requirements.

7.2. No occupational sick pay

Statom Group does not operate an occupational, contractual or company sick pay scheme. Subject to eligibility, employees will receive SSP only. No enhanced, discretionary or additional sick pay is payable unless Statom Group confirms this separately in writing.

7.3. Conditions for SSP

- comply with Statom Group's sickness absence notification and reporting requirements;
- provide self-certification for the first 7 calendar days of absence; and
- provide a fit note from the 8th calendar day onwards, and thereafter as required to ensure medical certification remains continuous.

7.4. Other payments during sickness absence

During sickness absence, employees will not receive overtime, bonuses, commission, allowances or other variable payments unless required by law or expressly confirmed otherwise in writing by Statom Group.



7.5. Withholding SSP

Statom Group reserves the right to withhold SSP where the employee does not meet the statutory eligibility requirements or fails to comply with the notification, reporting or certification requirements set out in this policy.

8. Medical assessments and occupational health

Where reasonably required, Statom Group may require an employee to attend an appointment with an occupational health adviser, medical practitioner or other appropriate specialist nominated by the Company. This may be for the purpose of assessing fitness for work, managing sickness absence, obtaining advice on reasonable adjustments, carrying out health surveillance, or meeting legal, regulatory or client-site requirements.

Employees are expected to cooperate with this process. Statom Group will meet the reasonable cost of any such referral or assessment. Any medical information obtained will be handled in accordance with data protection law, and only information necessary to confirm fitness for work, any workplace restrictions and recommended adjustments will normally be shared with the Company.

Where Statom Group requests a medical report from an employee's GP or other treating clinician, it will do so only with the employee's written consent and in accordance with the Access to Medical Reports Act 1988 and applicable data protection law.

9. Keeping in touch, support and return to work

9.1. Keeping in touch

For longer-term or repeated absence, the manager, with HR support where appropriate, will agree a contact plan and consider support measures. Contact will be reasonable, proportionate and aimed at supporting recovery and planning a safe return to work.

9.2. Return-to-work discussions

Statom Group will normally complete a return-to-work discussion after sickness absence. The discussion may confirm fitness to return, identify support or adjustments, discuss any concerns and reduce further absence. The Company may also require a return-to-work questionnaire or interview where appropriate.

9.3. Fit notes stating may be fit for work

Where a fit note states that the employee may be fit for work subject to adjustments, Statom Group will discuss the recommendations with the employee and consider whether temporary changes can reasonably be made. Examples include a phased return, amended duties, altered hours or workplace adaptations. If appropriate measures cannot reasonably be implemented, the employee will remain on sick leave and the position will be reviewed.



9.4. Phased return and temporary adjustments

Any phased return or temporary adjustment will be confirmed in writing, including its expected duration and review date. Unless expressly agreed otherwise, such measures are temporary and do not amount to a permanent variation of contractual terms.

10. Working elsewhere during sickness absence

Employees must obtain prior written approval before undertaking paid work, voluntary work or any other regular commitment while off sick. Failure to obtain approval may result in disciplinary action where the activity is inconsistent with the stated reason for absence or otherwise undermines trust and confidence.

11. Frequent and short-term absences

Absence trigger points are review points, not automatic disciplinary thresholds. Reaching a trigger requires a management review of attendance, the reasons for absence, any support required, whether occupational health input is needed, and whether any formal action is appropriate in the circumstances.

Triggers for employees within their probationary period

Criteria	Trigger
Number of absence events	2
Continuous calendar days of absence	7 calendar days

Triggers for employees who have completed their probationary period

Criteria	Trigger
Number of absence events	3 in a rolling 12-month period
Absence events totalling more than 10 working days (pro-rated)	10 working days in a rolling 12-month period
Continuous calendar days of absence	14 calendar days

11.1. Informal review meeting

When a trigger is reached, the line manager should meet the employee informally to review attendance, discuss the reasons for absence, consider support measures, decide whether occupational health advice is needed and consider whether any further action is appropriate. A summary of the meeting should be retained on the employee's personnel file and a copy given to the employee.



11.2. Formal action

If attendance does not improve, or a further trigger is reached, Statom Group may investigate the absence pattern and may commence formal action under the Disciplinary Policy. Formal action will only be taken after the Company has considered the reasons for absence, any underlying medical condition, occupational health advice, the need for reasonable adjustments and any other relevant circumstances.

12. Long-term sickness absence and medical capability

Long-term sickness absence will normally mean an absence lasting four weeks or more, although Statom Group may intervene earlier where the circumstances justify it. The Company will keep in reasonable contact with the employee, obtain appropriate medical evidence and consider support, adjustments and alternative duties where possible.

Where an employee is unable to return to work within a reasonable time, or is no longer capable of carrying out their role, Statom Group may commence a medical capability process. Before any decision is taken, the Company will normally:

- meet with the employee and explain the concerns;
- obtain and consider appropriate medical evidence or occupational health advice;
- consider whether any reasonable adjustments can be made to the current role;
- consider whether there is any suitable alternative role available; and
- allow the employee to comment on the medical information and proposed next steps.

If, after following a fair process, Statom Group concludes that the employee is not capable of returning to their role within a reasonable time and no reasonable adjustment or suitable alternative role is available, employment may be terminated on the grounds of capability. The employee will have the right to be accompanied at formal meetings and the right to appeal.

13. Disability and reasonable adjustments

Where an employee has a disability within the meaning of the Equality Act 2010, Statom Group will consider and, where reasonable, implement adjustments to remove or reduce disadvantage. The employee will be involved in discussions about possible adjustments. The Company recognises that disability-related absence may need to be treated differently from ordinary sickness absence when applying this policy.

14. Alternative employment

If an employee cannot continue in their current role because of ill health or disability, and adjustments to that role are not reasonable or sufficient, Statom Group will make reasonable efforts to identify any suitable alternative vacancy within the business. Any alternative role may involve different duties, terms or location, and appropriate training may be provided where reasonable.



15. Annual leave during sickness absence

If an employee falls sick during pre-booked annual leave, they may request that the period be treated as sickness absence instead, provided they produce satisfactory medical evidence. Any re-booking of annual leave will be managed in accordance with statutory rules and business requirements.

16. Records, confidentiality and data protection

Managers must record sickness absence accurately and promptly. Medical information and attendance records will be handled confidentially and in accordance with UK data protection law, the Data Protection Policy and the Employee Privacy Notice. Health information will be shared only where there is a lawful basis and a genuine business need to know.

17. Related policies and documents

- Absence and Time Off Policy
- Employee Handbook
- Disciplinary Policy
- Equality Policy
- Data Protection Policy and Employee Privacy Notice
- Employment contract and any applicable occupational health or health surveillance procedures

18. Review

Statom Group will review this policy regularly to ensure it remains legally compliant and operationally effective. The Company may make reasonable updates to reflect legislative, regulatory or organisational changes.

SIGNED



Stan Nikudinski
Group CEO
Date: 06/04/2026

SIGNED



Martina Oyite
Group Chief People Officer
Date: 06/04/2026

