



STATOM HOLDINGS Limited (Statom Group Limited, Statom Group North Ltd, Statom Plant Ltd, Statom Remediation Ltd, Demoforce Group Ltd, FL-Facilities Group Ltd, Slipform Technology Ltd, Spark Tech MEP Ltd, Franki Foundations UK Ltd, Martello Piling Ltd) ("Statom", "the Company")

We are committed to high standards of professional conduct, integrity and accountability. As a leading civil engineering and construction organisation, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensuring safety, quality and effective collaboration across our projects and teams.

1. Purpose

The purpose of this policy is to outline the procedures for reporting and managing sickness and absence at Statom Group. It aims to ensure consistent handling of employee absences and to support employees in maintaining good health.

2. Reporting Sickness Absence

- **Notification:** Employees must notify their line manager or HR of their absence as soon as possible, and ideally before their shift starts. Notification should be made via telephone, email, or other agreed methods.
- **Information Required:** Employees should provide the reason for their absence and an expected return date. If the absence extends beyond the initial notification, regular updates should be provided.

3. Certification

- **Short-Term Absence:** For absences of seven calendar days or less, a self-certification form should be completed upon return to work.
- **Long-Term Absence:** For absences longer than seven calendar days, a fit note (sick note) from a medical professional is required. Employees must submit this as soon as possible and update the Company regularly on their progress.

4. Absence Management

- **Return to Work Interviews:** After any period of sickness absence, employees will be required to attend a return-to-work interview with their line manager. The purpose of this meeting is to discuss the absence, any support needed, and to ensure a smooth return to work.
- **Support and Adjustments:** The Company is committed to supporting employees who are absent due to illness. This may include adjustments to duties or working conditions as recommended by a medical professional.

5. Absence Record and Monitoring

- **Record Keeping:** All absences will be recorded and monitored by HR. Frequent or long-term absences will be reviewed, and appropriate action will be taken in line with the Company's disciplinary procedures.
- **Trigger Points:** The Company may use trigger points, such as a specific number of sick days in a rolling 12-month period, to assess and manage absenteeism.

6. Sick Pay

- **Statutory Sick Pay (SSP):** Employees are entitled to Statutory Sick Pay if they meet the eligibility criteria. SSP will be paid in accordance with the current statutory rates.
- **Company Sick Pay Scheme:** Where applicable, the Company may provide additional sick pay benefits above the statutory minimum. Details of any such scheme will be provided separately.

7. Returning to Work

- **Fit for Work:** Employees must be fit to return to work. If there are any ongoing health concerns or recommendations from a medical professional, these should be communicated to the Company.
- **Phased Return:** In some cases, a phased return to work may be arranged, where an employee gradually increases their working hours over a period of time.

8. Absence Due to Injury or Accident

- **Work-Related Injury:** If the absence is due to a work-related injury, it should be reported to the line manager and HR immediately. The Company will follow procedures to ensure the injury is recorded and investigated as necessary.

9. Disciplinary Action

- **Persistent Absenteeism:** Persistent or excessive absenteeism, especially if not covered by a medical certificate or reasonable justification, may lead to disciplinary action in accordance with the Company's disciplinary procedures.

10. Review and Updates

This policy will be reviewed periodically and updated as necessary to comply with changes in legislation and best practices.

AUTHORISED AND SIGNED

SIGNED



Gavin Hunt
Chief Development Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027