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

This policy sets out Statom Group's approach to temporary lay-off or short-time working due to short-term downturns in work. It ensures compliance with UK employment law, including the Employment Rights Act 1996, and Statutory Guarantee Pay (SGP) regulations.

2. Scope

This policy applies to all Statom Group employees whose contracts include a lay-off or short-time working clause.

3. Definitions

- **Lay-Off:** A temporary cessation of work or reduction in hours due to a lack of work.
- **Short-Time Working:** A temporary reduction in working hours, as opposed to a complete lay-off.
- **Statutory Guarantee Pay (SGP):** Payment to employees for the first five days of lay-off within any three-month period, in accordance with UK law.

4. Eligibility

- Employees must have a written lay-off or short-time working provision in their contract.
- Only employees with a contract provision are entitled to Statutory Guarantee Pay and associated rights.

5. Notification and Procedure

- Employees must be given written notice of any lay-off or short-time working before it takes effect.
- Notification should include:
- Start date of lay-off or reduced hours
- Expected duration (if known)
- Any relevant arrangements for pay and work availability

6. Employee Rights During Lay-Off / Short-Time Working

During lay-off, employees:

- Remain employed under their existing terms and conditions of employment.

- Must make themselves available for work if requested.
- Continue to accrue annual leave.
- Are entitled to Statutory Guarantee Pay for the first five days within any rolling three-month period.

7. Payment During Lay-Off

- Employees will receive their normal rate of pay for the day of notification and one-fifth of Guaranteed Minimum Weekly Earnings for each of the first five days of lay-off.
- Employees may be required to register as available for work at their local Jobcentre if work is unavailable.

8. Substantive Reasons for Lay-Off / Short-Time Working

- Lay-off or short-time working may be applied to sections of the workforce based on objective and transparent criteria, including:
- Completion of specific projects
- Skills and experience relevant to ongoing work
- Decisions must be documented and communicated to employees to mitigate risk of perceived discrimination or unfair treatment.

9. Redundancy Rights

Employees may be entitled to redundancy pay if:

- They are laid-off for four consecutive weeks, or
- They are laid-off for a total of six weeks within a 13-week period.

Redundancy Claims Procedure:

- Employee must provide written notice within four weeks of the end of the qualifying lay-off period.
- Statom Group has seven days to:
- Accept the claim and arrange payment, or
- Issue a counter-notice if work will be available in the near future (within four weeks) and expected to last at least 13 weeks.
- Failure to issue a counter-notice within seven days obliges the Group to pay redundancy.

10. Record-Keeping

- All lay-off, short-time working, and redundancy notices must be documented in writing.
- Records should include the reason, dates, affected employees, and pay arrangements to ensure transparency and compliance with UK law.

11. Review and Responsibility

- The HR Director is responsible for ensuring compliance with this policy.
- The policy will be reviewed at least annually or sooner if there are changes in employment legislation or business operations.

AUTHORISED AND SIGNED

SIGNED		SIGNED	
Stan Nikudinski		Martina Oyite	
CEO Statom Group Ltd.		**Chief People Officer**	
Review:	**Annually**	**Review:**	**Annually**
Date:	01/06/2026	**Date:**	01/06/2026
Next Review:	01/06/2027	**Next Review:**	01/06/2027