

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 the Intranet 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 & DEVELOPMENT

07756 878 292
training@statom.co.uk

HEALTH & SAFETY

07519 200 532
safety@statom.co.uk

INTRANET - MY EMPLOYMENT

<https://intranet.statomgroup.co.uk/>



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DISCLAIMER

This handbook and the Company's policies and procedures are non-contractual and do not form part of your terms and conditions of employment. They are provided for guidance and set out the standards, processes and expectations that apply across Statom Group.

Employees must familiarise themselves with the policies and procedures relevant to their role and comply with them at all times. The latest versions are available on the Statom intranet under Policies and Procedures:

<https://intranet.statomgroup.co.uk/policies-procedures/>

Where there is any difference between this handbook and a full policy or procedure, the latest version on the intranet will apply, unless otherwise stated in your contract of employment or required by law. Statom reserves the right to amend, replace or withdraw any policy, procedure or benefit from time to time, subject to legal requirements and any contractual terms that apply.

Intranet – Policies and Procedures

All current HR policies, procedures, forms and guidance documents are available on the Statom intranet: <https://intranet.statomgroup.co.uk/policies-procedures/>

Employees are expected to review and follow the policies relevant to their role, employment, conduct, health and safety, data protection, expenses, leave and workplace standards.



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LIFE AT STATOM



Benefits are not guaranteed unless expressly stated in your contract of employment. They may be amended, replaced or withdrawn in line with scheme rules, business requirements and legal obligations. For full details, please refer to the relevant benefit policy or guidance document on the Statom intranet under **Policies and Procedures:**
<https://intranet.statomgroup.co.uk/policies-procedures/>

BENEFITS

Statom may provide access to a range of employee benefits, subject to eligibility, scheme rules, insurer requirements and business approval. Benefits may include, depending on role, entity and eligibility:



SUBSIDISED CANTEEN



GYM FACILITIES



ADDITIONAL HOLIDAY AFTER 3 YEARS



COMPETITIVE SALARY



A PRIVATE PENSION SCHEME



PRIVATE MEDICAL



LIFE INSURANCE



BIRTHDAY DAY OFF



PERKBOX



CYCLE TO WORK SCHEME

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

Salaries are paid in accordance with your contract of employment. Monthly paid employees are usually paid in arrears on or around the last working day of each month. Weekly paid employees are paid in accordance with the applicable payroll cycle.

Payments may occasionally be processed earlier due to weekends, bank holidays or operational requirements. Employees should not rely on early payment when arranging direct debits, standing orders or other financial commitments. Payslips are provided electronically through Sage HR or any other payroll platform used by the Company. Employees must check their payslip each pay period and raise any query with Payroll as soon as possible. Employees must keep their personal details, bank details, tax information and contact information accurate and up to date. Incorrect or late information may delay payment or affect tax deductions.

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.

Employees should provide a P45 from their previous employer where available. If no P45 is available, Payroll will arrange for the appropriate starter information to be completed so that tax can be applied correctly.

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 reasonable business expenses that are properly incurred, approved and evidenced in accordance with the relevant Expenses Policy.

Employees must obtain approval before incurring expenses unless this is not reasonably practicable due to an urgent business need.

Claims must be submitted through the approved expenses process and within the required deadline. Receipts are required for all claims. VAT receipts must be provided where applicable and must include the supplier's VAT registration number.

The Company may refuse, reduce or delay payment of any expense claim that is late, unsupported, outside policy, not business-related, not properly authorised or not supported by receipts. Employees must not use the expenses process to claim personal costs, duplicate claims or costs that should be dealt with through payroll or another approved process.

For full details, please refer to the Expenses Policy on the Statom intranet: <https://intranet.statomgroup.co.uk/policies-procedures/>

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

Statom is committed to supporting the health, safety and well-being of employees. We recognise that mental health is as important as physical health and aim to maintain a working environment where employees feel able to seek support early. Employees should speak to their line manager, HR, a Mental Health First Aider or Occupational Health where they need support or where work may be affecting their well-being. Managers should take concerns seriously, maintain appropriate confidentiality and consider whether support, signposting, adjustments or a stress risk assessment may be required.



RECOGNISING SIGNS

COMMON SIGNS OF MENTAL HEALTH STRUGGLES

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

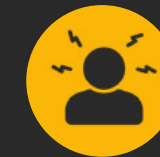
If you or a colleague experience these symptoms, we encourage early action.



EMPLOYEE ASSISTANCE PROGRAMME

Where available, the Employee Assistance Programme provides confidential support for personal and work-related matters, including stress, mental health, financial concerns, family issues and work-life balance.

Further details are available on the Statom intranet under Policies and Procedures or through the well-being resources provided by HR.



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

Where work-related stress is identified or reasonably suspected, the Company may carry out a stress risk assessment and consider reasonable steps to reduce or manage workplace stressors. Employees are expected to engage constructively with this process.



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.

ANNUAL LEAVE

The holiday year runs from 1 January to 31 December, unless otherwise stated in your contract of employment. Your annual leave entitlement is set out in your contract of employment. If you join or leave partway through the holiday year, your entitlement will normally be calculated on a pro-rata basis. Holiday requests must be submitted through Sage HR or the approved Company system and must be approved by your line manager before you make personal arrangements or bookings. The Company may refuse or amend holiday requests where there is a genuine business reason, including operational requirements, site cover, client requirements or shutdown arrangements. Employees may be required to reserve part of their annual leave entitlement for office, site or business shutdown periods, including the Christmas period.

If you are sick during annual leave, you must follow the sickness reporting procedure and provide appropriate evidence. Where the Company accepts that sickness absence applies, the affected days may be treated as sickness absence rather than annual leave. Payment in lieu of untaken holiday will not normally be made except when employment ends.

IRREGULAR HOURS/PART-YEAR WORKERS:

For irregular hours or part-year workers, holiday entitlement and holiday pay will be calculated in accordance with the relevant statutory rules and Company policy. The statutory reforms introduced specific rules for irregular hours and part-year workers, including accrual and rolled-up holiday pay options for leave years beginning on or after 1 April 2024. For full details, please refer to the Annual Leave Policy on the Statom intranet: <https://intranet.statomgroup.co.uk/policies-procedures/>

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 Sage 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 or injury, you must notify your line manager by telephone as early as possible and no later than your normal start time, unless it is not reasonably practicable to do so.

You must continue to update your line manager during your absence, unless a different arrangement has been agreed. For sickness absence of up to 7 calendar days, you must complete a self-certification form. For sickness absence lasting more than 7 calendar days, you must provide a fit note from a GP or other authorised healthcare professional. Statutory Sick Pay will be paid where the statutory eligibility criteria are met. Company sick pay, where applicable, will be paid in accordance with your contract of employment and the Company's Sickness and Absence Policy. The Company may require a return-to-work meeting, medical information, occupational health advice or reasonable adjustments where appropriate.

Failure to follow the sickness reporting procedure, provide evidence or engage with the absence management process may affect sick pay and may lead to action under the relevant Company procedure. Statutory Sick Pay rules and rates may change. Employees should refer to the current Sickness and Absence Policy and Payroll guidance for the applicable position at the time of absence. Current government employer guidance confirms that SSP rules and thresholds are subject to statutory change.



COMPASSIONATE LEAVE

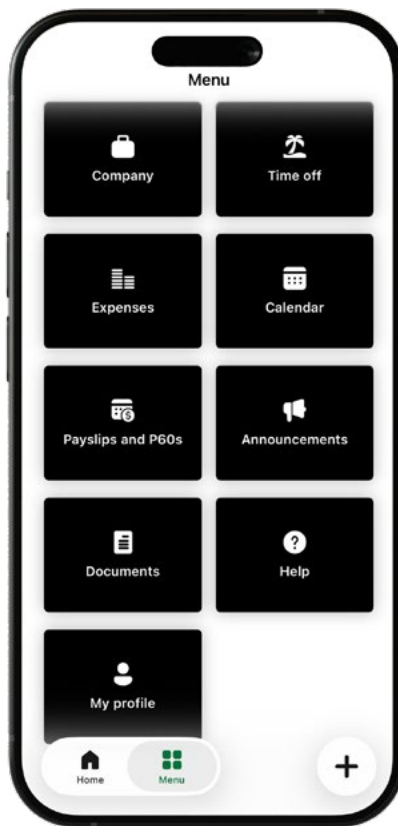
Statom understands that employees may need support following a bereavement or serious family emergency. Employees should speak to their line manager and HR as soon as reasonably practicable so that appropriate support can be considered.

The Company may provide paid compassionate leave in the event of the death of an immediate family member, subject to the Compassionate Leave Policy and management approval. Employees may also have statutory rights to time off, including parental bereavement leave where a child dies or is stillborn after 24 weeks of pregnancy. There is currently no general statutory right to paid bereavement leave for all bereavements, although employers may choose to provide paid compassionate leave under policy. Where pregnancy loss occurs before 24 weeks, employees should speak to HR so that appropriate support and time off can be considered. Acsa guidance recognises that miscarriage before 24 weeks can still be a bereavement and employers should consider support and time off.



JURY SERVICE

If you are called for jury service, you must notify your line manager and HR immediately and provide a copy of the court summons. The Company will complete any required certificate of loss of earnings form. You must claim loss of earnings and expenses from the court where applicable and notify Payroll of any amounts received. If you are not required by the court on any day during the jury service period, you are expected to attend work where it is practical and reasonable to do so.



ACCESSING SAGE HR

HOW TO USE:

- 1 Log into Sage HR**
Open the Sage HR app or website and sign in using your company email address and password.
- 2 View your information**
From the main dashboard, you can access your payslips, personal documents, company calendar and employee information.
- 3 Submit Requests**
Use Sage HR to book annual leave, record time off and submit expenses where applicable.
- 4 Keep your details updated**
Check that your personal and contact details are correct and update them when needed.

Sage HR provides quick and secure access to your employee information.

From one place, you can book annual leave, submit expenses, view the company calendar, access your payslips, and download important documents.

If you have any questions or need assistance, please contact the HR team at hr@statom.co.uk

RESERVISTS AND ARMED FORCES COMMITMENTS

Statom supports employees who are members of the Reserve Forces or who have recognised armed forces commitments. Employees must notify their line manager and HR of any training, mobilisation or service commitments as early as possible.

Leave for these commitments will be managed in line with business requirements, statutory obligations and the relevant Company policy. Employees should provide supporting documentation where requested.

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

Statom recognises that flexible working can support work-life

balance, wellbeing, retention and productivity. Flexible working may include changes to working hours, working pattern, working location, start and finish times, compressed hours or other working arrangements. Employees have the statutory right to request flexible working from the first day of employment. Requests must be made in accordance with the Flexible Working Policy.

The Company will consider requests reasonably and will consult with the employee before making a decision. A request may be refused where there is a valid business reason under the statutory framework. Flexible working is not guaranteed and must be balanced against operational needs, client requirements, site requirements, health and safety, team cover and business performance.

Employees should refer to the Flexible Working Policy on the Statom intranet: <https://intranet.statomgroup.co.uk/policies-procedures/>

The current statutory framework gives employees the right to request flexible working from day one, and employers may refuse requests only for permitted business reasons.

FAMILY LEAVE POLICIES

CARER'S LEAVE

Employees have a statutory right to take unpaid carer's leave from the first day of employment where they need time off to provide or arrange care for a dependant with a long-term care need. Eligible employees may take up to one week of unpaid carer's leave in a 12-month period, subject to the statutory rules and notice requirements. The leave may be used for caring responsibilities or to arrange care. Employees should give as much notice as possible and follow the Carer's Leave Policy. The Company may postpone a request only where permitted by law and where the employee can still take the leave within the statutory timescale. Carer's leave is a day-one statutory right and applies to employees who need time off to help a dependant with long-term care needs.

FAMILY LEAVE

Statom is committed to supporting employees during pregnancy, childbirth, adoption, neonatal care and family-related responsibilities. Family leave rights are governed by statutory rules and eligibility requirements. Employees should speak to HR as early as possible so that pay, leave, health and safety, cover arrangements and return-to-work support can be managed properly. The full and most up-to-date family leave policies are available on the Statom intranet under Policies and Procedures: <https://intranet.statomgroup.co.uk/policies-procedures/>

The summaries below are for guidance only and do not replace the full policy or statutory requirements.



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

- Pregnant employees are entitled to up to 52 weeks’ maternity leave, made up of 26 weeks’ Ordinary Maternity Leave and 26 weeks’ Additional Maternity Leave. Maternity leave can usually start from the 11th week before the expected week of childbirth.
- Employees must notify HR and their line manager of their pregnancy, expected week of childbirth and intended maternity leave start date by the end of the 15th week before the baby is due, or as soon as reasonably practicable. A MATB1 certificate must also be provided.
- Eligible employees may receive Statutory Maternity Pay for up to 39 weeks, subject to statutory qualifying criteria.
- Holiday continues to accrue during maternity leave. Employees remain entitled to relevant contractual benefits during maternity leave, except normal pay.
- The Company will carry out any required pregnancy or maternity risk assessment and will consider reasonable adjustments where needed to protect health, safety and wellbeing.

Pregnant employees and employees returning from maternity leave may have enhanced redundancy protection. This means that, in a redundancy situation, they may have priority for suitable alternative vacancies where the statutory criteria are met. Acsa confirms that special redundancy protection applies to pregnancy and new parent situations, including maternity, adoption, shared parental and neonatal care leave.

RETURNING TO WORK

Employees returning from maternity, adoption, shared parental, neonatal care or other family leave should speak to their line manager and HR in good time before returning. Statom will support a smooth return to work, including consideration of reasonable adjustments, breastfeeding-related arrangements, flexible working requests and any health and safety requirements.

PATERNITY LEAVE

Eligible employees may take up to two weeks’ statutory paternity leave following the birth or adoption of a child. Paternity leave may be taken as:

- one single week;
- two consecutive weeks; or
- two separate one-week blocks.

Paternity leave must usually be taken within 52 weeks of the birth or adoption placement, subject to the statutory rules. Employees must provide the required notice to HR and their line manager. Eligible employees may receive Statutory Paternity Pay, subject to statutory qualifying criteria.

The current GOV.UK guidance confirms that paternity leave must end within 52 weeks of the baby’s birth, or the due date if the baby is early, and different rules apply for adoption.

PARENTAL LEAVE

Shared Parental Leave allows eligible parents to share up to 50 weeks of leave and up to 37 weeks of statutory shared parental pay, where the mother or primary adopter ends maternity or adoption leave early. Shared Parental Leave can be taken in blocks, subject to statutory notice requirements and business approval rules for discontinuous leave requests. Employees should contact HR as early as possible before submitting a formal request, as eligibility depends on both parents’ circumstances.

GOV.UK confirms that Shared Parental Leave and Pay depend on eligibility and the mother or adopter ending maternity or adoption leave early.

UNPAID PARENTAL LEAVE

Eligible employees with parental responsibility may request unpaid parental leave to care for a child, subject to statutory eligibility rules and notice requirements. This is separate from maternity leave, paternity leave, adoption leave and shared parental leave.

Employees should refer to the Parental Leave Policy on the intranet and speak to HR before making a request.

ADOPTION LEAVE

Eligible employees who adopt a child may be entitled to up to 52 weeks' adoption leave, made up of 26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave. Adoption leave can usually start from the date the child is placed with the employee or up to 14 days before placement for UK adoptions. Different rules apply for overseas adoptions and surrogacy arrangements.

Eligible employees may receive Statutory Adoption Pay for up to 39 weeks, subject to statutory qualifying criteria.

Where a couple adopts jointly, one adopter may take adoption leave and the other may be eligible for paternity leave or shared parental leave.

Employees taking adoption leave may also have enhanced redundancy protection where the statutory criteria are met.

NEONATAL CARE LEAVE

Where a baby requires neonatal care, eligible parents may be entitled to Neonatal Care Leave in addition to other family leave rights. Neonatal Care Leave is a statutory right where the baby receives neonatal care for the required minimum period and the employee meets the relevant eligibility criteria. It may provide up to 12 weeks' additional leave. Eligible employees may also qualify for Statutory Neonatal Care Pay, subject to statutory pay criteria.

Employees should notify HR as soon as reasonably practicable if neonatal care leave may apply.

GOV.UK confirms that employees may be able to receive up to 12 weeks' Neonatal Care Pay and Leave where the baby was born on or after 6 April 2025 and receives neonatal care for 7 days or more in a row.

TIME OFF FOR DEPENDANTS

Employees have a statutory right to take a reasonable amount of unpaid time off to deal with an emergency involving a dependant. This may include unexpected illness, injury, breakdown of care arrangements or an incident involving a child during school hours.

This right is intended to deal with immediate emergency situations and is not designed for planned or ongoing care arrangements. Employees must notify their line manager as soon as reasonably practicable.

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

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.

CONTINUING PROFESSIONAL DEVELOPMENT

The Company may support professional qualifications, memberships, licences or training where this supports the employee's role, business needs and future development. Support is subject to approval, budget, eligibility, performance, attendance, business need and the relevant Training or Professional Fees Policy. The Company may require repayment of training costs in certain circumstances, where permitted by the applicable policy or agreement.

For full details, please refer to the relevant training policies on the Statom intranet:

<https://intranet.statomgroup.co.uk/policies-procedures/>



Statom is committed to developing employees through structured learning, on-the-job training, professional development, technical training, leadership development and role-specific support.

Employees are expected to take ownership of their development, attend required training, complete mandatory training on time and apply learning appropriately in their role.

Managers are responsible for identifying training needs, supporting development conversations and ensuring employees are competent to perform their role safely and effectively.

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

Statom is committed to maintaining a fair, safe, legally compliant and professional working environment. Our HR policies and procedures support consistency, equality of opportunity, good employment practice and clear decision-making across the Group. They are reviewed regularly to reflect current legislation, statutory guidance and business requirements. The full and most up-to-date versions of all policies and procedures are available on the Statom intranet under Policies and Procedures: <https://intranet.statomgroup.co.uk/policies-procedures/>

Employees must familiarise themselves with the policies that apply to them. The summaries in this handbook are for guidance only and do not replace the full policy or procedure.

DISCIPLINARY POLICY

The Disciplinary Policy sets out how the Company will address concerns relating to conduct, behaviour, attendance, performance where appropriate, breach of Company rules or failure to meet required standards. The procedure is intended to support fair, consistent and reasonable decision-making. Depending on the circumstances, the Company may investigate concerns, hold a disciplinary hearing, issue sanctions where appropriate and provide a right of appeal. Employees have the right to be accompanied at a formal disciplinary hearing by a work colleague or trade union representative. Cases of serious misconduct or gross misconduct may lead to dismissal, including summary dismissal without notice or pay in lieu of notice.

The Company will have regard to the Acsa Code of Practice where applicable.

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.

HEALTH AND SAFETY POLICY

Statom is committed to protecting the health, safety and welfare of employees, workers, contractors, visitors, clients and anyone affected by our operations.

Employees must comply with all health and safety policies, site rules, risk assessments, method statements, training requirements, PPE requirements and lawful safety instructions. Employees must report hazards, near misses, incidents, injuries, unsafe behaviour or unsafe conditions as soon as possible. Employees must not interfere with or misuse safety equipment and must not carry out work they are not trained, competent or authorised to perform.

Failure to comply with health and safety requirements may lead to disciplinary action and may amount to gross misconduct where there is serious risk.

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

WHISTLEBLOWING POLICY

Statom encourages employees and workers to raise genuine concerns about wrongdoing, risk or malpractice. Whistleblowing concerns may include criminal activity, legal non-compliance, health and safety risks, environmental damage, fraud, financial irregularity, concealment of wrongdoing, serious breaches of Company policy or other matters in the public interest. Employees should raise concerns through the routes set out in the Whistleblowing Policy. Where appropriate, concerns may be raised with a line manager, senior manager, HR or another nominated contact. The Company will not tolerate victimisation or retaliation against anyone who raises a genuine protected disclosure.

Personal employment complaints should usually be raised under the Grievance Procedure unless they also involve wider public interest concerns.

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.

BULLYING AND HARASSMENT POLICY

Statom is committed to providing a professional, respectful and inclusive working environment that is free from bullying, harassment, sexual harassment, victimisation and discrimination. All employees, workers, contractors, agency workers, managers, suppliers and third parties are expected to behave professionally and respectfully. Bullying, harassment or sexual harassment may lead to disciplinary action, up to and including summary dismissal for gross misconduct.

Employees should report concerns promptly through their line manager, HR, the Grievance Procedure, Whistleblowing Procedure or any other appropriate reporting route.

Managers must take concerns seriously and must not ignore inappropriate behaviour. The Company will take reasonable steps to prevent sexual harassment at work, including risk assessment, training, communication, reporting routes and appropriate action where concerns are raised.

The legal duty requiring employers to take reasonable steps to prevent sexual harassment came into force on 26 October 2024 and covers harassment by colleagues and third parties such as customers or clients.

DRUGS AND ALCOHOL POLICY

Statom is committed to maintaining a safe working environment. Employees, workers, contractors and supply chain personnel must not report for work, remain at work, drive for work or undertake safety-critical activities while under the influence of alcohol, illegal drugs or any substance that may impair performance, judgement or safety. Employees taking prescribed or over-the-counter medication that may affect their ability to work safely must inform their line manager or HR as soon as possible so that appropriate steps can be considered.

The Company may carry out testing where permitted under the Drugs and Alcohol Policy, including for-cause testing, post-incident testing, random testing for safety-critical roles or testing required by client or site rules. Refusal to cooperate with a lawful and reasonable testing request, tampering with a test or attempting to avoid testing may be treated as a disciplinary matter and may amount to gross misconduct.

PERSONAL DETAILS AND DATA PROTECTION

Employees must keep their personal information up to date, including home address, contact details, emergency contacts, bank details, right to work documentation and any other information required for employment, payroll, benefits or legal compliance. Statom processes personal data in accordance with UK data protection law and the Company's data protection policies. Personal data will be used for employment, payroll, benefits, legal, regulatory, health and safety, operational and legitimate business purposes. Employees must also protect personal data they handle as part of their role and must follow Company policies on confidentiality, data protection, cyber security, records management and information security. Any suspected data breach must be reported immediately in accordance with Company procedure.

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 Vauxhall office.

GRIEVANCE PROCEDURE

The Grievance Procedure allows employees to raise concerns about their employment, working environment, treatment at work or other workplace issues. Employees are encouraged to raise concerns informally where appropriate. Where informal resolution is not suitable or has not resolved the matter, employees may raise a formal grievance in writing. The Company will consider the grievance, investigate where appropriate, hold a grievance meeting and confirm the outcome. Employees have the right to be accompanied at a formal grievance meeting by a work colleague or trade union representative. Employees may appeal if they are dissatisfied with the outcome.



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

MOBILE PHONE AND DRIVING

Employees must not use handheld mobile phones or smart devices while driving. Employees must also avoid hands-free use where it may distract them or prevent them from being in proper control of the vehicle. Employees driving for work must comply with road traffic law, Company vehicle policies, client requirements and safe driving expectations.

Employees must not read, write or send messages, emails or other communications while driving. If communication is required, employees must stop in a safe and lawful location before using a device.

Breach of this policy may lead to disciplinary action and may amount to gross misconduct where safety is seriously compromised.

EMAIL, INTERNET, IT AND AI USAGE

Company IT systems, email, internet access, devices, applications and communication platforms are provided primarily for business use. Limited personal use may be permitted where it is reasonable, lawful and does not interfere with work, security, productivity or Company interests.

Employees must use Company systems responsibly and must not access, create, store, send or circulate material that is offensive, discriminatory, pornographic, unlawful, defamatory, harassing, confidential without authority or otherwise inappropriate.

Company systems may be monitored in accordance with applicable law, the Company's policies and data protection requirements. Employees must follow cyber security requirements, including password controls, multi-factor authentication, phishing awareness, reporting suspicious activity and protecting Company data. Artificial intelligence tools must only be used in accordance with Company policy. Employees must not enter confidential, personal, commercially sensitive, client, payroll, HR, legal, financial or proprietary information into any AI tool unless this has been expressly approved by the Company. Misuse of email, internet, IT systems or AI tools may result in disciplinary action, up to and including summary dismissal for gross misconduct.

COMMUNICATION, REPUTATION & SOCIAL MEDIA

Statom's internal and external communications must be accurate, professional and aligned with Company values and brand standards. Employees must not make statements to the media, clients, suppliers, external bodies or on social media on behalf of the Company unless authorised to do so. If an employee is contacted by the media, becomes aware of a potential reputational issue or is involved in a serious site incident, they must escalate this immediately to their line manager, Project Director, Marketing and any relevant crisis communication contact.

Employees must use social media responsibly and must not post content that damages the Company's reputation, breaches confidentiality, discloses client or project information without authority, harasses colleagues or breaches Company policy.

For full guidance, refer to the relevant communications, social media and brand policies on the intranet:

<https://intranet.statomgroup.co.uk/policies-procedures/>

RIGHT TO WORK AND IMMIGRATION COMPLIANCE

All employees must have and maintain the legal right to work in the UK. The Company will carry out right to work checks before employment starts and may carry out follow-up checks where required. Employees must provide accurate, valid and up-to-date right to work documentation when requested.

Employees must notify HR immediately if their right to work changes, expires, is restricted or is affected in any way.

Where an employee is sponsored or subject to visa conditions, the employee must comply with the conditions of their visa and must notify HR of any relevant changes in circumstances.

Failure to maintain the right to work, provide required evidence or comply with immigration requirements may affect employment and may lead to termination where legally required.

EQUALITY, DIVERSITY AND INCLUSION

Statom is committed to equal opportunity, dignity at work and fair treatment.

We do not tolerate discrimination, harassment, victimisation or bullying on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or any other protected or unlawful ground.

Employees must treat colleagues, workers, contractors, clients, suppliers and third parties with dignity and respect.

Managers must make employment decisions fairly, consistently and based on objective business reasons.

Concerns should be raised through the appropriate Company procedure.

EMPLOYMENT RIGHTS ACT 2025/ FUTURE LEGAL CHANGES

FUTURE EMPLOYMENT LAW CHANGES

UK employment law is subject to ongoing reform. The Company will review and update its policies and procedures as new legal duties come into force.

The Employment Rights Act 2025 received Royal Assent on 18 December 2025 and reforms will be implemented in phases. Government and Acas guidance confirms that some changes are expected to take effect in 2026 and 2027, including changes to unfair dismissal qualifying periods, dismissal and re-engagement, tribunal time limits and other employment rights.

Employees should always refer to the latest policy version on the intranet rather than relying on older printed or saved copies.



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.

COMMUNICATIONS



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

Employees who wish to resign must notify their line manager and confirm their resignation in writing. A copy should also be sent to HR. Employees are required to work their contractual notice period unless the Company agrees otherwise or exercises any contractual right to make a payment in lieu of notice or place the employee on garden leave. Final pay will be processed through the normal payroll cycle and will include any salary due, authorised deductions, outstanding expenses where approved, accrued holiday pay or any deduction for overtaken holiday where permitted.

Employees must return all Company property on or before their last working day, or earlier if requested. This includes laptops, phones, ID cards, access cards, keys, PPE, fuel cards, documents, records, equipment, vehicles and any other Company property. Employees must not retain, copy, delete, misuse or disclose Company confidential information.

The Company may arrange an exit process, including handover, exit questionnaire, return of property, system access removal and final payroll checks.

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.



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