

Creating a bright future

STORY

By providing the best environment
for everyone associated with Story
Contracting

At Story Contracting Limited we shall conduct our business activities ethically, taking into account the social, economic and environmental expectations of our stakeholders including customers, employees, regulators, investors, suppliers, the community and the environment as a whole.

Corporate Social Responsibility

Story Contracting Ltd recognises that we must integrate our business values and operations to meet the expectations of our stakeholders including customers, employees, regulators, investors, suppliers, the community and the environment.

We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies. We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.

The Chief Executive is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance to this policy rests with all employees throughout the company.

We shall strive to improve our environmental performance through implementation of our Sustainability and Environmental policies and shall ensure a high level of business performance and effectively managing risk.

We shall encourage dialogue with local communities for mutual benefit and shall support and encourage our employees to help local community organisations and activities. We shall operate an equal opportunities policy for all present and future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development.

We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment and shall provide, and strive to maintain, a clean, healthy and safe working environment.

We shall uphold the values of honesty, partnership and fairness in our relationships with stakeholders and our contracts will clearly set out the agreed terms, conditions and the basis of our relationship. We will operate in a way that safeguards against unfair business practices and shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit.

Story Contracting Ltd is committed to the success of this policy. This policy shall be reviewed at least annually.

Health & Safety

In compliance with the requirements of the Health and Safety at Work Act 1974 and associated safety regulations. Story Contracting Ltd shall provide a safe and healthy working environment for those we employ and those who may be affected by our activities. This shall be achieved through:

- A commitment to creating a positive health and safety culture within the Company through a behaviour based approach
- A commitment to prevention of injury and ill health
- A commitment to the wellbeing of those we employ
- The identification and management of the risks associated with our activities
- The elimination of risks where practicable
- The provision of information, instruction and training to those we employ
- The provision of safe access and egress from our places of work
- The provision of appropriate personal protective equipment
- The provision of appropriate plant, equipment and tools
- The provision of robust monitoring and maintenance procedures
- Engaging with those we employ, our supply chain and those we could affect with regards to health, safety and wellbeing

We shall seek to continually improve our health and safety performance through the implementation of a management system that meets the requirements of OHSAS 18001:2007. This policy statement shall provide the framework for setting and reviewing our health and safety objectives and performance.

Story Contracting Ltd is committed to the success of this policy. This policy shall be reviewed at least annually.

Fatigue (Rail)

Story Contracting Ltd acknowledges the connection between fatigue, increased risk and ill health.

Story Contracting Ltd shall manage the working hours of those we employ so that under normal circumstances no person shall:

- Work shifts of more than 12 hours
- Work more than 72 hours per week
- Work more than 13 shifts in 14 days
- Have less than 12-hour rest periods between consecutive shifts
- Exceed combined working hours and travel time in excess of 14 hours

Exceedances of these arrangements shall only be permitted in exceptional or emergency situations. If these situations do occur a Risk Assessment of the circumstances and controls to be implemented shall be carried out by a Story Contracting Ltd responsible Manager. Exceedances shall only be permitted with the express authority of the responsible Manager.

In support of this policy Story Contracting Ltd expects those in its employ to:

- Notify the company of any work carried out for other employers
- Communicate any concerns they may have regarding fatigue
- Utilise provisions made by the company to manage fatigue

Story Contracting Ltd is committed to the success of this policy. This policy shall be reviewed at least annually.

Wellbeing

Story Contracting Ltd is committed to the wellbeing of all colleagues in its employ. We aspire to always ensure they enjoy a healthy balance between the demands of work and their personal life.

We believe that:

- The health and well being of those we employ is paramount to our success and reflects in our business performance
- We have a duty to recognise when those we employ have personal challenges, to support and assist them through these
- The wellbeing of those we employ ensures a happy and productive workforce

As an employer we will:

- Actively promote healthy living
- Encourage taking regular leave to maintain the balance between work and personal life
- Encourage all colleagues to support well-being initiatives
- Inform and educate colleagues on the potential impacts of medication, illicit drugs, alcohol, fatigue and other influences on their general well-being
- Ensure our management systems prevent excessive working hours and stress
- Encourage wellbeing and proactively manage potential risks

Story Contracting Ltd is committed to the success of this policy. This policy will be reviewed at least annually.

Sustainability

Story Contracting Ltd recognise that our business activities make us an integral part of the wider community as a whole and that we have an obligation to conduct our activities ethically, taking into account the social, economic and environmental impacts associated with our operations.

Story Contracting Ltd aim to make sustainable construction part of our core business strategy and will actively work with our customers, suppliers, employees and the local community to ensure maximum social, economic and environmental value is achieved.

Social

- Support local community initiatives
- Make donations to community initiatives
- Actively promote the wellbeing and healthy lifestyles of our employees
- Actively encourage local sourcing

Economic

- Engage with our clients and suppliers to support this policy
- Work with our clients whenever possible to develop environmentally and socially positive solutions

Environmental

- Procure as far as practicable our resources from sustainable sources
- Measure and make every effort to reduce our carbon footprint
- Make appropriate use of secondary and recycled materials
- Aim to minimise waste in design, construction and use
- Aim to reduce our energy and water use

Story Contracting Ltd is committed to the success of this policy. This policy shall be reviewed at least annually.

Quality

It is the policy of Story Contracting Ltd to continually improve its quality performance. We commit to work with our customers and suppliers to establish and maintain the highest quality standards. This shall be achieved through setting and monitoring quality objectives whilst maintaining our safety, quality and environmental standards. In order to achieve these objectives effective and efficient management systems that meet the requirements of ISO 9001:2015 shall be maintained.

In support of this policy Story Contracting Ltd shall:

- Consistently provide delivery as specified
- Identify and meet applicable requirements
- Maintain effective two way communication
- Ensure timely management of changes and variations
- Actively seek to identify opportunities for continuous improvement
- Ensure that specified timescales are met

This policy shall be communicated to all employees of the organisation. Our quality systems will be subject to continuous monitoring and review with a view to continuously improving our quality performance and provides a framework for the setting of quality objectives.

This policy and the processes supporting it will be reviewed at least annually to ensure its continued relevance to current activities, and in order to improve standards of compliance and to ensure the continued effectiveness of the documented quality management systems.

Story Contracting Ltd is committed to the success of this policy.

Drugs & Alcohol

To fulfil our legal requirements and to demonstrate our commitment to our customers, colleagues, stakeholders and the communities we operate in, Story Contracting Ltd shall as far as is reasonably practicable ensure that our employees are fit for duties.

It is a requirement of Story Contracting Ltd that no employee shall:

- Report for duty whilst unfit due to drugs or alcohol
- Be in possession in the workplace of illegal drugs or alcohol
- Consume illegal drugs or alcohol whilst on duty
- Sell, trade, encourage or permit others to use illegal drugs or alcohol whilst on duty
- Neglect to inform their Line Manager of any medication being taken

Story Contracting Ltd shall initiate tests on individuals working on our behalf for alcohol and illegal drugs:

- By random selection to monitor the effectiveness of this policy
- For cause to establish if drugs or alcohol may have contributed to incidents or accidents
- For cause where abnormalities of behaviour or appearance prompt intervention
- To establish fitness for an offer of employment

Colleagues, who breach this policy, refuse to take part in tests, or test positive for illegal drugs or alcohol will be subject to a full investigation which could lead to disciplinary action being taken, up to and including dismissal.

Story Contracting Ltd shall provide information to those in its employment regarding the negative effects of drugs and alcohol. We shall also provide support and assistance with the rehabilitation of colleagues who voluntarily seek help for alcohol or drug related problems. Colleagues must, however, request assistance. Requests prompted by impending testing or positive test result may negate this policy.

Story Contracting Ltd is committed to the success of this policy. This policy will be reviewed at least annually.

Equal Opportunities

Story Contracting fully supports the principles of equal opportunities and is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment or to service users. We are fully committed to eliminating discrimination and encouraging diversity amongst its workforce. The overall responsibility for equal opportunities rests with Story Contracting Board and the Chief Executive.

The Equal Opportunities policy is intended to assist Story Contracting to put the commitment of equal opportunities into practice and to ensure that every member of staff has a working environment that promotes dignity and respect.

The aim of the policy is to take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career management and the provision of other benefits are based solely on objective job related criteria.

Collaborative Working

Story Contracting recognises the importance of working closely with selected parties in certain situations and shall, where appropriate, develop strong and effective collaborative business relationships that achieve added value for our customers, our partners, our stakeholders and Story Contracting.

Our processes for collaborative working reflect the requirements of this standard to ensure that collaborative relationships are formed in the right situations, and in a manner most likely to bring about the best results.

The Chief Executive is responsible for the implementation of this policy and will appoint a Senior Executive Responsible (SER) for collaborative business relationship management.

We will ensure that:

- Potential collaborative working opportunities are evaluated with a business case.
- Collaborative partners are selected against predetermined criteria.
- The extent of collaborative working agreed with each partner is appropriate to achieve the desired objectives.
- Collaborative working methods with each partner will be fully defined, agreed and documented in order to support collaborative working.
- Each collaborative relationship delivers ‘added value’ in line with expectations.
- Staff working in collaborative situations are appropriately skilled.
- An exit strategy is agreed as part of developing collaborative working with any partner.
- Our continuous Improvement Strategy is used to learn lessons and to improve our collaborative working approach.

Effective implementation of this policy shall be monitored through Story Contracting’s audit and assessment processes.

Story Contracting Ltd is committed to the success of this policy. This policy shall be reviewed at least annually.

Environment

It is the policy of Story Contracting Ltd to ensure that any impacts our activities may have on the environment are minimised.

In order to ensure minimal impact on our customers, stakeholders, employees and communities we operate in, Story Contracting Ltd shall:

- Comply with environmental legislation
- Commit to creating a positive environmental culture and ensure those working on our behalf are aware of their environmental responsibilities
- Protect the environment by ensuring that significant aspects of our activities are identified, assessed and managed
- Wherever possible aim to recover, reclaim, recycle and reuse existing materials
- Endeavour to reduce waste to the lowest practicable level
- Endeavour to source local materials
- Prevent pollution and dispose of waste in accordance with relevant regulations
- Seek and respond to the views of customers, employees and communities
- Seek to continually improve our environmental performance through the setting and monitoring of environmental objectives in accordance with the requirements of ISO 14001:2015

Story Contracting Ltd is committed to the success of this policy. This policy will be reviewed annually.

Work Safe

Story Contracting Ltd expect colleagues who become aware of any situation or act which seems likely to harm an employee, customer, member of the public or the environment to:

- Not participate in the situation or act in a manner likely to cause harm
- Raise their concerns with the company

Where colleagues feel that risks are not being controlled they may raise their concerns with their relevant Line Manager or if necessary escalate to Senior Management/Directors.

It is particularly urgent in matters concerning health and safety that immediate action is taken to remove hazards. Failure to notify when reasonably aware or certain of any hazardous situation may be regarded by the Company as misconduct since failure to act makes an individual an accessory. All concerns raised will be fully investigated, appropriate corrective action will be implemented and lessons learnt shall be communicated. No person shall ever be penalised for evoking this policy.

Story Contracting Ltd is committed to the success of this policy. This policy shall be monitored and reviewed at least annually.

These policies reflect our commitment to working in a safe and responsible environment. As the Chief Executive I am responsible for the implementation of these policies and will make the necessary resources available. I expect all persons working on behalf of Story Contracting Limited to adhere and contribute to these policies.

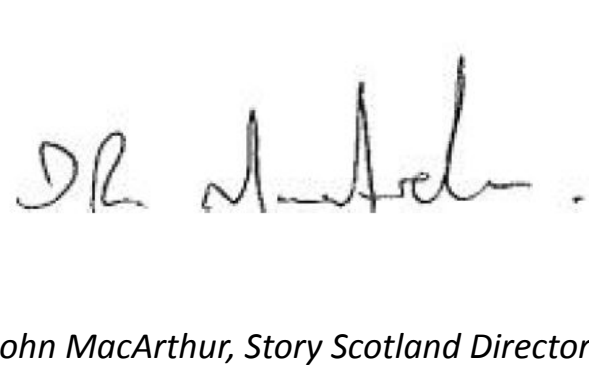


Jason Butterworth, CEO, STORY Contracting



Tony Cook, Plant Director

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John MacArthur, Story Scotland Director