

## Health, Safety & Wellbeing Policy

### Principles

Story Contracting Limited (SCL) are committed to preventing accidents, incidents and ill health. This will be achieved by:

- Complying with the Health and Safety at Work etc Act 1974 and all appropriate legislation
- Identification, assessment and mitigation of risk
- Developing an employee lead behavioural based safety strategy
- Providing suitable and sufficient information, instruction and training
- Providing suitable and sufficient plant, tools and equipment
- Providing adequate supervision and assurance
- Providing suitable and sufficient arrangements for consultation and participation with employees
- Promoting healthy lifestyles and wellbeing
- Pro-activity managing risks associated with drugs, alcohol, fatigue and mental health
- Supporting and encouraging healthy work-life balance
- Providing an employee assistance program to support personal challenges such as mental health
- Investigating all accidents, incidents and close calls in order to identify corrective actions that prevent their reoccurrence
- Setting objectives in order to promote continuous improvement

### Policy Review and Maintenance

In accordance with the requirement of our Integrated Business Management System, accredited to ISO 45001:2018, SCL will review and issue this policy at least annually.

## Environment and Sustainability Policy

### Introduction

Story Contracting Limited (SCL) recognises that it has a responsibility to protect the environment in which it works and make positive contributions beyond minimum legal compliance. SCL are committed to reducing its environmental impact and setting objectives in order to demonstrate continuous improvement.

### Environment

In accordance with the requirement of our Integrated Business Management System, accredited to ISO 14001:2015, we commit to ensuring that all works are risk assessed in order to identify environmental risks and opportunities.

In addition to ensuring that all works are undertaken in accordance with all relevant legislation, SCL will promote environment and sustainability innovation and develop methods of work that reduce our overall environmental impact.

### Corporate and Social Responsibilities

SCL are committed to making a positive impact to the communities in which we work. We will ensure that all employees are treated fairly, and that our subcontractor terms and conditions are consistent and transparent with fair payment terms.

We will support local communities by identifying charity partners who we will work with in order to make a positive impact.

### Economic Responsibilities

SCL will consider sustainability when developing business plans, strategies and objectives.

We will work with our stakeholders to develop long-lasting partnerships which support local employment, growth and regeneration.

### Policy Review and Maintenance

In accordance with the requirement of our Integrated Business Management System, accredited to ISO 14001:2015, SCL will review and issue this policy at least annually.

## Collaborative Working Policy

### Introduction

Story Contracting recognises the importance of effective collaborative business relationships. We believe that the development of our collaborative capability will support our key long-term business objectives of:

- Sustainable growth
- Maintaining a strong safety record
- Providing consistent quality
- Providing added value
- Development of our People

### Responsibilities

The Chief Executive Officer shall be responsible for the implementation of this policy and has appointed the Commercial Director to be the Senior Executive responsible for collaborative business relationship management.

### Principles

In support of this policy the Chief Executive shall ensure that:

- The resources required for collaborative business relationships are available
- That collaborative working is integrated into our business management systems
- Relevant stakeholders understand the importance of collaborative relationship
- Training and support is available to management roles involved in collaborative relationships
- Continuous improvement is promoted and maintained

The effective implementation of this policy shall be delivered in accordance with our Collaborative Business Relationship Management System, accredited to ISO 44001:2017.

### Policy Review and Maintenance

Story Contracting Ltd is committed to the success of this policy, which will be reviewed and communicated at least annually.

## Equality, Diversity and Inclusion Policy

### Introduction

Story Contracting Limited (SCL) is committed to promoting equality, diversity and inclusion amongst its workforce, and the elimination of discrimination.

### Principles

In delivery of this policy, SCL commit to:

- Creation of a working environment free from bullying, harassment, victimisation and discrimination
- Promoting dignity and respect for all
- Ensuring that individual differences and contributions are recognised equally
- Ensuring that complaints of bullying, harassment, victimisation and discrimination are investigated
- Taking appropriate action where complaints are upheld
- Raising equality, diversity and inclusion awareness across the workforce
- Ensuring that career progression is achieved only on merit

### Policy Review and Maintenance

SCL are committed to the success of this policy. This policy shall be reviewed and communicated at least annually.

## Quality Policy

### Introduction

In developing this Quality Policy, SCL are committed to implementing an Integrated Business Management System accredited to ISO 9001:2015.

### Objectives

Our policy objectives are:

- To consistently deliver products and services in accordance with product specifications
- To effectively manage change, and agree changes with stakeholders in advance
- To actively seek to identify opportunities for continuous improvement.

### Principles

In delivering these objectives, SCL shall:

- Identify risks and opportunities that may affect the quality of our products and services
- Maintain effective communication, consultation and engagement with stakeholders
- Implement management systems appropriate to our quality objectives
- Identify and respond to internal or external changes relevant to the services we provide
- Promote the utilisation of Lessons Learnt processes
- Proactively seek feedback from customers and stakeholders in order to assess customer satisfaction and identify opportunities for improvement

### Policy Review and Maintenance

In accordance with the requirement of our Integrated Business Management System, accredited to ISO 9001:2015, SCL will review and issue this policy at least annually.

## Work Safe Policy

### Introduction

Story Contracting Limited expects those who work on our behalf, including employees and subcontractors, to stop work immediately if they become aware that the work that they are undertaking poses a risk to the health and safety of themselves and / or others.

### Principles

- Where works are suspended in accordance with the statement above, notification must be made to the employee's immediate line manager.
- Following consultation with their line manager, if the employee remains concerned that the work may still have a detrimental effect on the health and safety of themselves and / or others, they must escalate their concern to a Senior Manager and the HSQE team.
- SCL will ensure that any concerns raised in accordance with this policy are investigated fairly and transparently, and positive feedback will be provided to anyone invoking this policy.

### Policy Review and Maintenance

SCL is committed to the success of this policy. This policy shall be reviewed and communicated at least annually.

## Management of Fatigue Policy

### Introduction

Story Contracting Limited recognises the connection between fatigue, and increased risk to injury and ill health.

### Principles

In order to mitigate these risks, SCL shall ensure that employees do not:

- Work shifts of more than 12 hours in length
- Work more than 72 hours per week
- Work more than 13 shifts in 14 days
- Have less than 12 hours of rest between consecutive shifts
- Exceed combined working hours and travel time, ie. door to door, of 14 hours

Exceedances of these arrangements shall only be permitted in exceptional or emergency circumstances. In which case a suitable and sufficient risk assessment shall be completed, identifying risk mitigation measures, and shall only be permitted with the express authority of a SCL responsible manager.

In support of this policy, SCL requires employees and subcontractors to:

- Notify the company of any work carried out for other employers
- Present themselves in a fit and proper state, having sufficiently rested, prior to the start of their shift
- Communicate any concerns they may have regarding fatigue
- Invoke our Work Safe procedure when they feel fatigued

### Policy Review and Maintenance

SCL is committed to the success of this policy and it shall be reviewed and communicated at least annually.

## Drugs & Alcohol Policy

### Introduction

Story Contracting Limited (SCL) recognise that those who attend work under the influence of drugs and / or alcohol represent a risk to themselves and others. As such, it is a requirement of employment that no employee shall:

- Report for duty whilst unfit due to drugs or alcohol
- Be in possession 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

In addition to the above, where those who work on our behalf intend to use over the counter drugs, including those that are prescribed, they must notify SCL in advance in order that a risk assessment can be completed.

### Principles

SCL shall initiate Drugs and Alcohol tests on individuals working on our behalf, including employees and subcontractors, as follows:

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

Individuals who test positive for illegal drugs or alcohol or refuse to be tested will be subject to investigation, which could lead to disciplinary action being taken, up to and including dismissal. Any refusal to be tested shall be considered a positive result.

SCL shall provide information to its employees 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.

### Policy Review and Maintenance

SCL is committed to the success of this policy. This policy shall be reviewed and communicated at least annually.

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, Chief Executive Officer




Adrian Hart, Managing Director  
- Plant




Alan Taylor, Director of HSQE




Emma Porter, Managing Director  
- Construction




Martin Smith, Managing Director  
- Rail England




John MacArthur, Managing Director  
- Story Scotland

