



## EMPLOYEE VOLUNTEERING POLICY

The Costain Group recognises the importance of our impact on the local communities in which we operate and on the wider society. We take our responsibility to our shareholders, customers, employees, supply chain and local communities very seriously. We are committed to support active involvement in community partnerships and initiatives and to this end we will:

- work in partnership with communities, leveraging our combined expertise for mutual benefit
- plan and manage community investment using the most appropriate resources to deliver against targets
- inspire and engage employees, clients and suppliers to support community programmes
- measure and evaluate the difference that investment has made in the community and on the business, and
- strive for continuous improvement

This policy is applicable to all Costain Group employees.

Costain will encourage and support employees who wish to volunteer, in the communities in which they live and work, as individuals and or as employees of Costain, where possible by:

- giving paid leave up to a maximum of 2 days per year in order to carry out the volunteer work
- allowing flexible working hours

Further advice and support on the implementation of this Policy is available from the Human Resources department.

This policy will be reviewed annually to ensure its applicability and effectiveness in supporting Costain's commitments with regards to Corporate Responsibility.

Signed: 

Date: 6<sup>th</sup> Feb 2015

**A. Wyllie** (Chief Executive Officer)