



## PEOPLE POLICY

The Costain Group recognises that to be a great business depends on us having great people who are healthy, engaged and motivated to give their best every day.

To support our people in meeting their potential and working to the best of their ability, Costain has established policies, standards, systems and processes for recruiting, developing, rewarding, and managing our people. These reflect our values, promote good health and wellbeing, comply with labour, employment and data protection laws and regulations wherever we work, and build trust in our working relationships.

To provide a great place to work, Costain will:

- Ensure we have the skills and resources to meet current and future customer requirements by recruiting, inducting and training high-quality people who reflect the communities in which we work
- Protect and maintain the health of our people through the implementation of robust risk management, health surveillance and fitness for work programmes
- Actively promote employee wellbeing and a healthy work-life balance through our flexible working culture, the offer of medicals for all employees every two years, and access for all members of our workforce, including our supply chain, to a Mental Health First Aider and Employee Assistance Programme
- Effectively manage and reward employee performance, ensuring all employees can develop their skills and capabilities to meet current and future business needs
- Keep every employees' personal data secure and comply with all applicable data protection laws. All our employees will be treated fairly and consistently to promote good working relationships, respecting equal opportunities at all times
- Pro-actively drive and measure the equality, diversity and inclusivity of our workforce, creating an environment where every employee can be at their best.
- Operate a procedure for managing inappropriate behaviour in the workplace such as; harassment, bullying and abuse, providing support to employees affected as required.
- Support and contribute to the social and economic wellbeing of the communities in which we work, encouraging people to volunteer in projects that strengthen these areas.

It is a company requirement that all employees must implement and comply with the requirements of The Costain Way.

This policy will be reviewed annually to ensure the management system is suitable, effective, consistently implemented, and continually improved.

Signed: .....

A handwritten signature in black ink, appearing to read "A Wyllie".

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

Date: 15 January 2019