



## S&J Group Statement regarding keeping the Business COVID-19 Secure

### **Group COVID-19 Management Response Team:**

The Group initiated a dedicated management response team in February 2020, represented by the two Group Division MDs, CFO and Group HRM, with the focus being to lead the Group through the COVID-19 pandemic, interpreting and implementing Government guidance issued for businesses and employees and responding to individual Group company needs. At the time when the Pandemic was first confirmed, the team met daily to discuss and review the ever-changing landscape, in so doing supporting the business navigate successfully throughout the period of lockdown. As restrictions have lifted the management response team continue to meet, now on a weekly basis with regular interim exchange. This dedicated management team will remain in place for the foreseeable future.

### **Group H&S Committee:**

The Group have set up a Group H&S Committee to respond to the COVID-19 UK Pandemic and additional H&S challenges. The committee is represented by all UK sites with the objective of ensuring Group H&S responsibilities are delivered to a consistently excellent standard in accordance with Government guidance. All Sites work in accordance with the standards set out for 'Keeping Workplaces COVID Secure', with an employee charter in place and regular site comms delivered; key areas of focus have included, risk assessments, social distancing standards, staggered workplace attendance and break patterns, workplace screening, site signage, additional hand hygiene facilities, welfare facility user protocol, PPE standards, floor markings and one-way traffic etc.

### **Supporting our Employees:**

The Group have put measures in place to ensure employees are safe, enhanced H&S practices have been applied, home-working accommodated as applicable with a move to virtual working as appropriate, travel minimised with sites to be visited audited before attendance; furthermore, supportive and informative comms delivered to all routinely. The Groups Employee Assistance Programme is also available to all employees to access professional independent advice and support, with mental health and wellbeing initiatives promoted regularly.

### **Employee Responsibilities:**

The Group is committed to ensuring all employees understand their responsibilities to support the overall 'Group COVID-19 Secure Commitment'. Employees are routinely reminded of responsibilities and on return to work (site, home, field or combination) are required to commit to the Employee Group COVID-19 Secure Employee Charter with clear standards to be followed. Clear return to work documentation is issued and tool-box talks conducted as applicable.

### **Site Visitors:**

The Group have implemented visitor screening practices across all Group Sites with access granted subject to completion and satisfactory responses. Once access is granted and to ensure the safeguarding of all, visitors are advised of H&S practices in place and to be followed at all times during visit, including social distancing protocol and PPE.

### **Social Responsibility:**

The Group uphold their responsibilities to their employees, the local community, their customers and suppliers, stakeholders and the global society as a whole, to attempt to limit the spread of infection by all means possible. Employees and the general public alike, are assured that the Group will take all actions possible to ensure they uphold their social responsibilities.

### **Ongoing Commitment & Review:**

The Group COVID-19 Management Response Team are committed to ensuring the Groups ongoing compliance with Government guidance and HSE best practice, prioritising employee health, safety and welfare at all times with the Pandemic situation continually reviewed and assessed, and aligned with business needs.