

Trident Lifting Solutions

Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Purpose

This policy sets out how Statom Group manages sickness absence, supports employees during short-term and long-term ill health, and addresses medical capability issues fairly, consistently and lawfully. It aims to support wellbeing, maintain safe attendance, minimise operational disruption and comply with UK employment law and payroll requirements, including the statutory sick pay requirements currently in force.

2. Scope

This policy applies to all Statom Group employees, including full-time, part-time, fixed-term and casual employees. It covers sickness absence, medical certification, Statutory Sick Pay (SSP), occupational health referrals, return-to-work support, attendance review triggers and medical capability processes. It should be read alongside the Absence and Time Off Policy, the Employee Handbook, the Equality Policy, the Disciplinary Policy and the Employee Privacy Notice.

3. Principles

- Sickness absence will be managed fairly, consistently and with appropriate sensitivity.
- Managers will focus on support, attendance management and reasonable adjustments, not automatic sanctions.
- Statom Group will keep appropriate records and handle medical information confidentially and in line with data protection law.
- Disability-related absence, pregnancy-related absence, menopause-related symptoms where relevant, and other protected or exceptional circumstances will be taken into account when applying this policy.
- The Company will consider occupational health advice, medical evidence and reasonable adjustments before taking formal action or considering dismissal on capability grounds.

4. Roles and responsibilities

4.1. Employees

- notify every sickness absence to both their line manager and HR in accordance with this policy;
- provide accurate information, fit notes and any other sickness or medical-capability paperwork reasonably required;
- maintain reasonable contact during absence;
- attend return-to-work meetings and cooperate with support measures; and
- cooperate with occupational health, medical assessments or health surveillance where reasonably required.

4.2. Managers

- apply this policy consistently and fairly;
- ensure every sickness absence is reported to HR and recorded accurately on SAGE on the day it is notified;
- maintain reasonable contact during absence;
- seek HR support where absence is complex, repeated or prolonged; and
- consider support, adjustments and occupational health referrals where appropriate.

4.3. HR and Payroll

- support managers and employees with policy application and verify that all sickness absence is recorded on SAGE;
- ensure SSP and any related payroll treatment are processed correctly, including day-one SSP, the removal of the Lower Earnings Limit and the applicable statutory SSP calculation;
- maintain appropriate records and confidentiality; and
- support formal attendance and capability processes where needed.

5. Notification and reporting

5.1. First day of absence

Employees must notify both their line manager and HR as early as possible and no later than 8:00am on the first day of sickness absence, or before the start of the shift if earlier. The employee must telephone their line manager unless this is not reasonably practicable and must also notify HR using the approved HR contact route. The employee must explain the reason for absence, the expected duration if known, and confirm a contact telephone number.

If the employee cannot reach their line manager, they must contact the agreed alternative, for example the duty manager or site contact, and must still notify HR. The employee should record who they contacted and when.

Text, WhatsApp or email is not normally acceptable as the first method of notifying the line manager unless it is not reasonably practicable to call, for example because of emergency hospital admission. In that case, the employee must send a message and call as soon as possible. Notification to HR may be made through the approved HR email, telephone or SAGE process.

5.2. Recording absence on SAGE

Every sickness absence, including a single day, part day, recurring absence and long-term sickness absence, must be recorded promptly and accurately on SAGE. The line manager is responsible for ensuring the entry is made on the day the absence is notified and that HR has been informed. Where the line manager is unavailable, the nominated manager, site administrator or HR must ensure the record is created; responsibility must not remain unresolved because the usual manager is absent. The SAGE record must include the first day of absence, whether the absence is full-day or part-day, the appropriate absence category, the expected return date where known, certification status and the actual return date. It must be updated whenever the expected return date changes, a further fit note is received or the employee returns to work. Detailed medical information must not be entered on SAGE unless it is necessary, proportionate and authorised. HR will review the record for completeness, and Payroll will use the approved SAGE record and supporting evidence when processing SSP and related pay.

5.3. Ongoing contact

Employees must maintain agreed contact during sickness absence and provide updates as reasonably requested. If the absence lasts longer than two weeks, the employee must make contact at least every seven days unless a different contact arrangement has been agreed.

5.4. Failure to notify

If an employee fails to notify both their line manager and HR in line with this policy, the Company may treat the absence as unauthorised and may manage the reporting failure under the Disciplinary Policy. A manager who fails to ensure an absence is recorded on SAGE must correct the record immediately and may be required to explain the omission. Any SSP decision will be made strictly in accordance with the statutory rules. The Company may withhold SSP for qualifying days affected by late notification where this is permitted by law and the employee does not have a satisfactory reason for the delay. SSP will not be withheld solely because a fit note is submitted late. Where entitlement cannot reasonably be established, payment may be delayed while the Company obtains the information required to make a lawful decision.

6. Certification and medical evidence

6.1. Self-certification

For absences of 7 calendar days or less, the employee must complete the Company self-certification process on return to work.

Fit notes

For absences of more than 7 calendar days, the employee must provide a fit note covering the absence from the 8th calendar day onwards. Calendar days include weekends and non-working days. Medical certification must remain continuous, with no gaps.

6.2. Additional medical evidence

Where reasonably required, Statom Group may request further medical evidence or clarification to support attendance management, occupational health advice, legal compliance or fitness for work decisions. The Company will explain what is required and why.

7. Statutory Sick Pay (SSP) and sick pay

7.1. Statutory Sick Pay

Statom Group will pay Statutory Sick Pay (SSP) to eligible employees in accordance with the statutory rules in force from time to time. SSP is payable from the first full qualifying day of sickness absence where the statutory eligibility, notification and evidence requirements are met. There are no statutory waiting days for sickness absences beginning on or after 6 April 2026.

7.2. SSP calculation and earnings threshold

The Lower Earnings Limit does not apply as a condition of SSP eligibility. For the 2026/27 tax year, SSP is calculated at the lower of £123.25 per week or 80% of the employee's average weekly earnings. Payroll will apply the statutory rate and calculation rules in force at the relevant time.

7.3. No occupational sick pay

Statom Group does not operate an occupational, contractual or company sick pay scheme. Subject to eligibility, employees will receive SSP only. No enhanced, discretionary or additional sick pay is payable unless Statom Group confirms this separately in writing.

- **7.4. Conditions for SSP**

To support timely SSP processing, employees must comply with Statom Group's sickness absence notification and reporting requirements, provide self-certification for the first 7 calendar days of absence, and provide a fit note from the 8th calendar day onwards, and thereafter as required to ensure medical certification remains continuous. SSP entitlement remains subject to the statutory rules in force at the relevant time.

7.5. Other payments during sickness absence

During sickness absence, employees will not receive overtime, bonuses, commission, allowances or other variable payments unless required by law or expressly confirmed otherwise in writing by Statom Group.

7.6. Evidence, eligibility and payment decisions

Statom Group may withhold or delay SSP only where permitted by the statutory rules, including where statutory eligibility is not met, notification is late without a satisfactory reason, or the Company cannot reasonably establish entitlement. SSP will not be withheld solely because a fit note is submitted late. Where SSP is legally due, it will be paid in accordance with the statutory rules. Where SSP is not payable, the Company will explain the reason to the employee and provide any required statutory form or payroll information.

7.7. Transitional sickness absences

Where a sickness absence started before 6 April 2026 and continues on or after that date, Statom Group will apply the statutory transitional rules. Payroll will assess whether the absence remains part of the same period of incapacity for work and will apply the correct SSP treatment for the relevant period. If the employee returns to work after 6 April 2026 and later starts a new sickness absence, payroll will assess that absence under the post-6 April 2026 rules, including the day-one SSP rule and the applicable statutory calculation.

8. Medical assessments and occupational health

Where reasonably required, Statom Group may require an employee to attend an appointment

with an occupational health adviser, medical practitioner or other appropriate specialist nominated by the Company. This may be for the purpose of assessing fitness for work, managing sickness absence, obtaining advice on reasonable adjustments, carrying out health surveillance, or meeting legal, regulatory or client-site requirements.

Employees are expected to cooperate with this process. Statom Group will meet the reasonable cost of any such referral or assessment. Any medical information obtained will be handled in accordance with data protection law, and only information necessary to confirm fitness for work, any workplace restrictions and recommended adjustments will normally be shared with the Company.

Where Statom Group requests a medical report from an employee's GP or other treating clinician, it will do so only with the employee's written consent and in accordance with the Access to Medical Reports Act 1988 and applicable data protection law.

9. Keeping in touch, support and return to work

9.1. Keeping in touch

For longer-term or repeated absence, the manager, with HR support where appropriate, will agree a contact plan and consider support measures. Contact will be reasonable, proportionate and aimed at supporting recovery and planning a safe return to work.

9.2. Return-to-work discussions

Statom Group will normally complete a return-to-work discussion after sickness absence. The discussion may confirm fitness to return, identify support or adjustments, discuss any concerns and reduce further absence. The Company may also require a return-to-work questionnaire or interview where appropriate.

9.3. Fit notes stating may be fit for work

Where a fit note states that the employee may be fit for work subject to adjustments, Statom Group will discuss the recommendations with the employee and consider whether temporary changes can reasonably be made. Examples include a phased return, amended duties, altered hours or workplace adaptations. If appropriate measures cannot reasonably be implemented, the employee will remain on sick leave and the position will be reviewed.

9.4. Phased return and temporary adjustments

Any phased return or temporary adjustment will be confirmed in writing, including its expected duration and review date. Unless expressly agreed otherwise, such measures are temporary and do not amount to a permanent variation of contractual terms.

10. Working elsewhere during sickness absence

Employees must obtain prior written approval before undertaking paid work, voluntary work or any other regular commitment while off sick. Failure to obtain approval may result in disciplinary action where the activity is inconsistent with the stated reason for absence or otherwise undermines trust and confidence.

11. Frequent and short-term absences

Absence trigger points are review points, not automatic disciplinary thresholds. Reaching a

trigger requires a management review of attendance, the reasons for absence, any support required, whether occupational health input is needed, and whether any formal action is appropriate in the circumstances.

Triggers for employees within their probationary period

Criteria	Trigger
Number of absence events	2
Continuous calendar days of absence	7 calendar days

Triggers for employees who have completed their probationary period

Criteria	Trigger
Number of absence events	3 in a rolling 12-month period
Absence events totalling more than 10 working days (pro-rated)	10 working days in a rolling 12-month period
Continuous calendar days of absence	14 calendar days

11.1. Informal review meeting

When a trigger is reached, the line manager should meet the employee informally to review attendance, discuss the reasons for absence, consider support measures, decide whether occupational health advice is needed and consider whether any further action is appropriate. A summary of the meeting should be retained on the employee's personnel file and a copy given to the employee.

11.2. Formal action

If attendance does not improve, or a further trigger is reached, Statom Group may investigate the absence pattern and commence formal attendance or capability action under this policy. Genuine sickness absence will not normally be treated as misconduct. The Disciplinary Policy may be used where there is evidence of dishonesty, unauthorised absence, deliberate failure to follow reporting requirements, abuse of the sickness procedure or another conduct issue. Before any formal action is taken, the Company will consider the reasons for absence, any underlying medical condition, occupational health advice, disability, pregnancy or other protected circumstances, reasonable adjustments and any other relevant factors.

12. Long-term sickness absence and medical capability

Long-term sickness absence will normally mean an absence lasting four weeks or more, although Statom Group may intervene earlier where the circumstances justify it. The absence must remain recorded and current on SAGE. The employee must keep HR and their line manager updated and must provide all reasonably required paperwork promptly, including continuous fit notes, completed Company sickness or capability forms, relevant medical restrictions or recommendations, and consent documentation where the Company reasonably requests an occupational health assessment or medical report. The Company will only request information that is relevant, proportionate and lawful. Statom Group will keep in reasonable contact with the employee, obtain appropriate medical evidence and consider support, reasonable adjustments, rehabilitation measures and alternative duties where possible.

HR will maintain a long-term sickness file containing the current fit note, contact plan, occupational health or medical correspondence where applicable, agreed adjustments, review

meeting records and return-to-work or medical-capability documentation. Employees must provide renewed fit notes before the existing certificate expires so that medical certification remains continuous. Managers must send all sickness paperwork to HR promptly and must not retain medical documents locally unless authorised.

Where an employee is unable to return to work within a reasonable time, or is no longer capable of carrying out their role, Statom Group may commence a medical capability process. Before any decision is taken, the Company will normally:

- meet with the employee and explain the concerns;
- obtain and consider appropriate medical evidence or occupational health advice;
- consider whether any reasonable adjustments can be made to the current role;
- consider whether there is any suitable alternative role available; and
- allow the employee to comment on the medical information and proposed next steps.

Dismissal on medical capability grounds will be considered only as a last resort. Before dismissal is considered, Statom Group will have considered relevant medical evidence, the likely timescale for return, reasonable adjustments, rehabilitation, a phased return, amended duties and suitable alternative employment. If, after a fair and reasonable process, the Company concludes that the employee is not capable of returning to their role within a reasonable time and no reasonable adjustment or suitable alternative role is available, employment may be terminated on the grounds of capability. Any dismissal will be confirmed in writing and will be subject to contractual or statutory notice, payment for accrued but untaken holiday and a right of appeal. The employee will have the right to be accompanied at formal meetings.

13. Disability and reasonable adjustments

Where an employee has a disability within the meaning of the Equality Act 2010, Statom Group will consider and, where reasonable, implement adjustments to remove or reduce disadvantage. The employee will be involved in discussions about possible adjustments. Before applying an attendance, trigger or deciding on formal action, the manager and HR must consider whether disability-related absence should be recorded separately, discounted in whole or in part, or subject to an adjusted trigger as a reasonable adjustment. Pregnancy-related absence must also be identified and treated separately where required by law. The Company recognises that disability-related absence and other protected absence may need to be treated differently from ordinary sickness absence when applying this policy.

14. Alternative employment

If an employee cannot continue in their current role because of ill health or disability, and adjustments to that role are not reasonable or sufficient, Statom Group will make reasonable efforts to identify any suitable alternative vacancy within the business. Any alternative role may involve different duties, terms or location, and appropriate training may be provided where reasonable.

15. Annual leave during sickness absence

If an employee falls sick during pre-booked annual leave, they may request that the period be treated as sickness absence instead, provided they produce satisfactory medical evidence. Any re-booking of annual leave will be managed in accordance with statutory rules and business requirements.

16. Records, confidentiality and data protection

Managers must record sickness absence accurately and promptly. Medical information and attendance records will be handled confidentially and in accordance with UK data protection law, the Data Protection Policy and the Employee Privacy Notice. Health information will be shared only where there is a lawful basis and a genuine business need to know.

17. Related policies and documents

- Absence and Time Off Policy
- Employee Handbook
- Disciplinary Policy
- Equality Policy
- Data Protection Policy and Employee Privacy Notice
- Employment contract and any applicable occupational health or health surveillance procedures

18. Approval and review

This policy is non-contractual and may be amended by Statom Group where reasonably required. It will be reviewed annually, or earlier where necessary, to reflect legislative, regulatory, payroll, operational or organisational changes. The current statutory position will take precedence where the law changes before this policy is formally updated. This policy is subject to approval by the Board or its authorised delegate.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**

SIGNED



Martina Oyite
Chief People Officer

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**