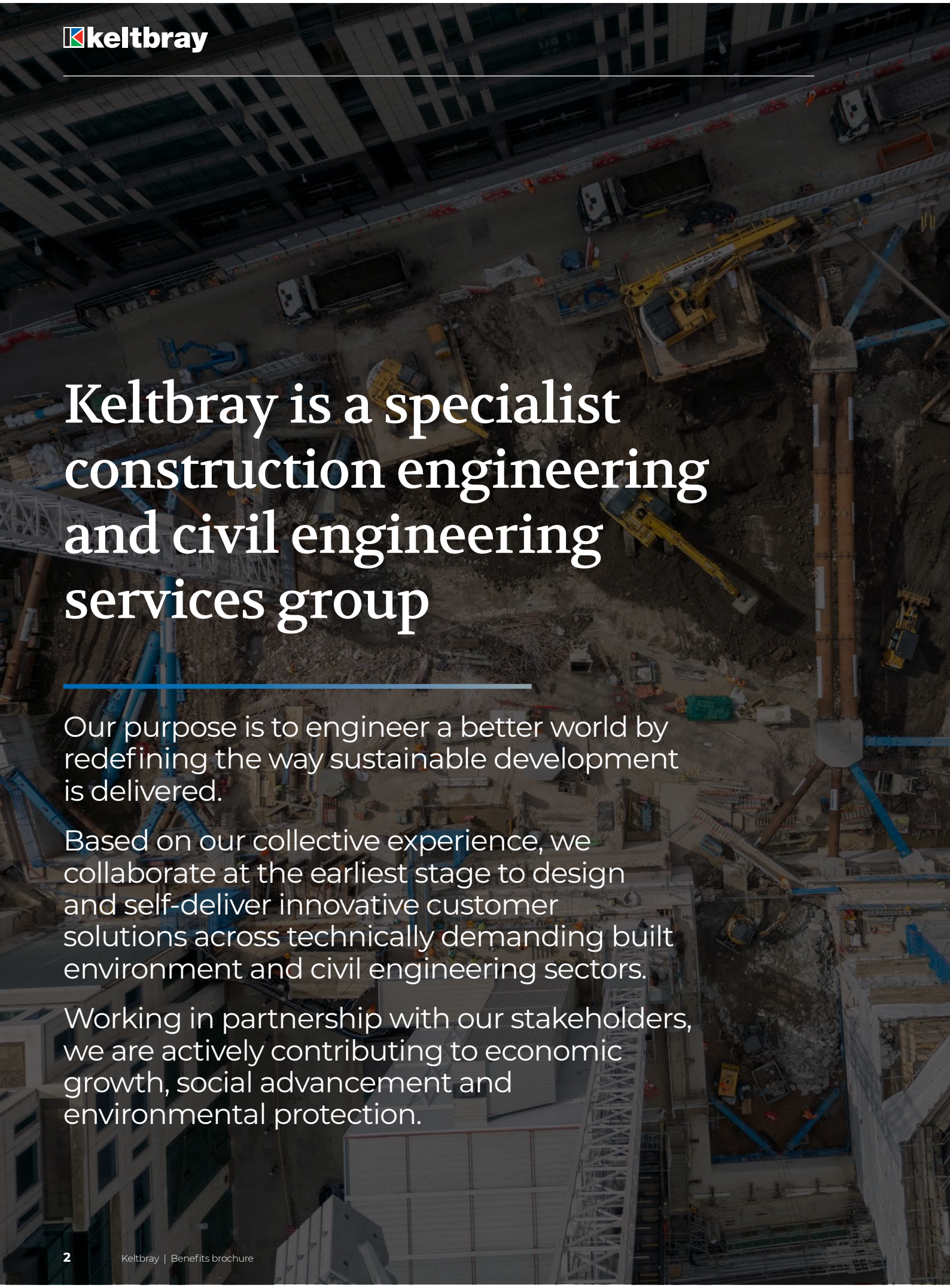
keltbray

BENEFITS BROCHURE



Redefining Sustainable Development



Keltbray is a specialist construction engineering and civil engineering services group

Our purpose is to engineer a better world by redefining the way sustainable development is delivered.

Based on our collective experience, we collaborate at the earliest stage to design and self-deliver innovative customer solutions across technically demanding built environment and civil engineering sectors.

Working in partnership with our stakeholders, we are actively contributing to economic growth, social advancement and environmental protection.



Contents

Keltbray: Who we are?	5
The big stuff that makes a big difference	8
Life events and financial planning	10
Celebration and recognition	11
Family leave and flexibility	12
Training, development and progression	14
Promote Health, Prevent Harm	15

keltbray

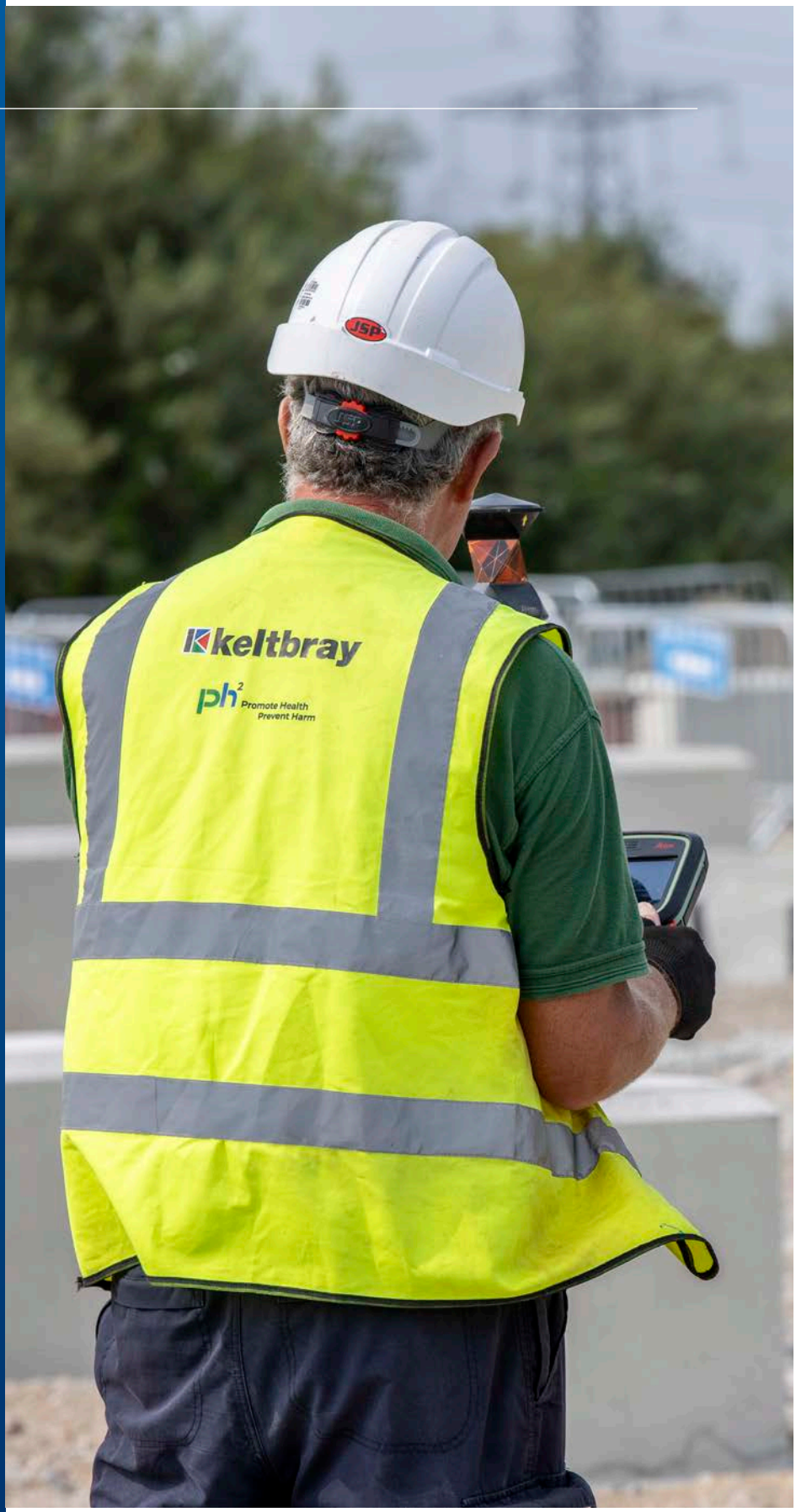
At Keltbray we know that our people are our most valuable asset. Our goal is to create an environment where you will thrive and our business will succeed. With this in mind, the purpose of our Benefits Book is to explain all of the great benefits you receive when you are part of the Keltbray family. If you are already part of our team, thank you for being here, if you have recently joined us, welcome, and if you are thinking about joining us, please do so – you won't regret it!

If you have any questions about anything in this book, please do not hesitate to contact HR@Keltbray.com

We are here to help.



Neil Patterson
Group People Director



The contents of this Benefits Book are non-contractual. For more information on the specifics please refer to your offer letter and contract of employment. The information here is supported by our People Handbook, Company code of conduct and Company Policies. These are all available on the company intranet or Flex, our online learning management system.

If you have any questions about any of the contents please speak to your line manager or contact HR@Keltbray.com.

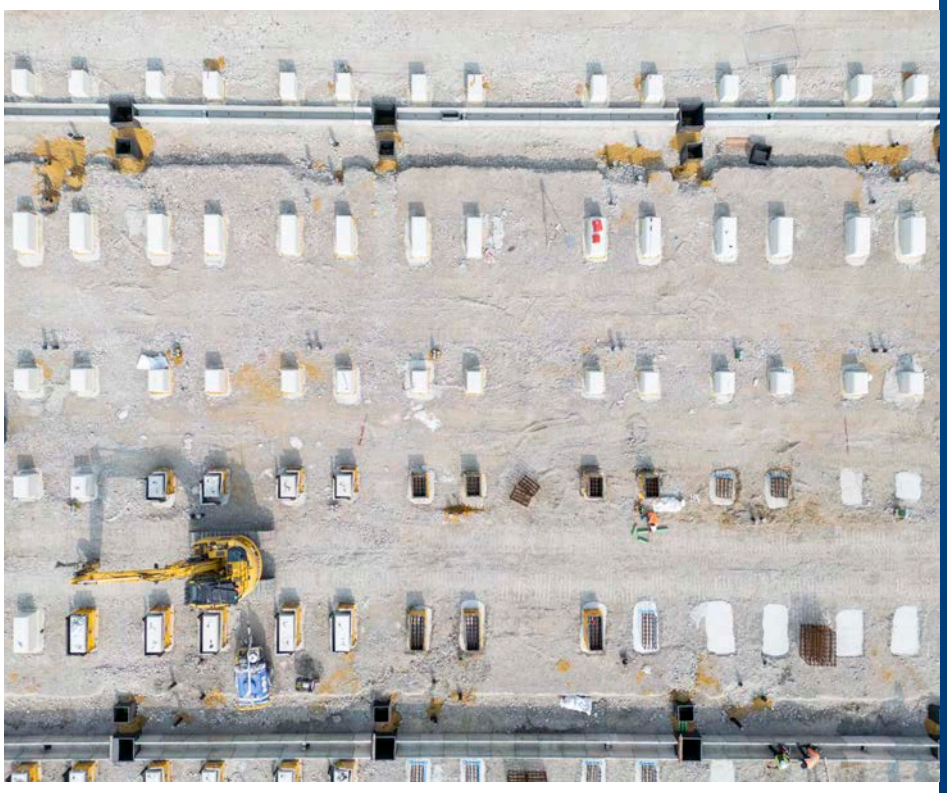
Keltbray: Who we are?

We are a leading specialist engineering and construction services business, focussed on building and infrastructure projects across the UK, and selective international markets. We aim to deliver certainty for our clients from project inception to completion, often in highly complex and regulated environments. Keltbray is a privately owned enterprise, committed to delivering exceptional quality and value, based on a unique set of self-delivery capabilities. These include design, engineering, offsite manufacturing and complex construction capabilities. We operate across a broad spectrum of growth sectors, supporting our clients in the development and maintenance of their capital assets.

Our clients place their trust in us to complete their projects to an exceptional quality, safely, on time, within budget and with care for the environment and communities where we work.

Our unique business portfolio means we can offer stand-alone or fully integrated solutions, to meet the exacting needs of their project investments. Our collaborative approach combines discipline in delivery with the continuous pursuit of improvement through the application of 'real world' innovations. They enable us to drive greater productivity, by realising the investments we are making in digital technologies, state-of-the art plant and machinery and most importantly, our talented people.

Our long term strategy aims to achieve business resilience by providing our products and services in a way that leads the industry in terms of new thinking, innovation and modern methods of delivery. We will achieve this through a commitment to creating shared value for our clients and all stakeholders who chose to work and partner with the Keltbray Group.



keltbray

WHAT DOES THIS MEAN FOR OUR PEOPLE?

Our people have the opportunity to work on iconic projects, in amazing locations with innovative technologies and methods. Whatever role you are doing and whatever stage you're at in your career, Keltbray is a great place to work.



Karl Goose
Chief Executive Officer

Keltbray is more than just a business for me and I want our people to feel the same. We work hard, but we always work together, we have high standards, but we look after each other, and we grow, but our supportive culture remains the same. I am deeply proud of Keltbray for many reasons but not least because we have helped so many of our people fulfil their goals and potential.



Brendan Kerr
Executive Chairman





Your benefits

The big stuff that makes a big difference



Time off for voluntary activities

Every year, Keltbray donates 100 days towards volunteering activities for employees. This gives all employees the opportunity to donate time and skills during working hours to make a difference and tackle issues that are close to their hearts.

Refer a Friend

This scheme aims to reward employees for referring a successful candidate for permanent roles within the Keltbray Group.



BenefitHub™

BenefitHub

Exclusively for Keltbray employees, we have partnered with BenefitHub, where you'll have access to hundreds of amazing discounts – anything from travel deals to online vouchers. With their average annual employee savings being up to £2,560! It's all accessed through their website or the app which can be downloaded on apple and android devices. To enrol, please check out the steps on the Intranet or alternatively contact HR@Keltbray.com who will be happy to assist.



Cycle to Work bike rental

Keltbray have partnered with Cyclescheme, to make cycling to work more accessible and affordable. The scheme gives you the option to swap part of your annual salary to obtain a bike, accessories, or a bike rental agreement (e.g. Santander, Forest and more). You can request a cycle package up to the value of £2500.00, making a tax saving of 25 – 39% and spread the cost too. If you select to join the Cycle to Work scheme you will enter into a Hire Agreement for a new bike and/or accessories, via a Salary Sacrifice Agreement and save on Tax and NI.

You can shop Cyclescheme online or in-store in over 2,600 retailers across the UK.



Salary Sacrifice Scheme

Keltbray's Salary Sacrifice Car Scheme, delivered with Zenith, gives eligible employees access to a wide choice of brand-new or approved used cars. Monthly payments are made via salary sacrifice, with potential tax savings. Full details and eligibility criteria are available in the Salary Sacrifice Car Scheme Guide on the BMS.

Workplace Nursery Scheme

In partnership with Enjoy Benefits, Keltbray's Workplace Nursery Scheme allows you to make Tax and NI savings on your nursery fees, with savings opportunities of between 28% and 47%. Keltbray cover the £150 per month fee to opt in to the benefit, and then payments are made from the employee via Salary Sacrifice. Contact your HR representative for more information.



Life events and financial planning

Pension

We are proud to partner with the People's Pension to offer all our people the opportunity to join a Pension scheme. Keltbray will contribute 3% and you will contribute 5% of your salary (subject to a cap-detailed in your pension documentation).

Death in service cover

We offer all our employees death in service cover. This ensures that your family would receive financial assistance in the event of your death which can be very reassuring. The type of cover varies across our operational and non-operational roles so please see your offer letter for more details.





Accident cover

All our operational colleagues are also provided with Accident Cover. This support is designed to provide financial help in the event of an accident or injury. Whilst of course we take safety incredibly seriously, it is impossible to remove all risk from our operational roles and environments, so accident cover is there in the unfortunate event that it is ever needed. Please see your offer letter for more details.

Bereavement/ compassionate leave

We know that unfortunately sometimes we all need some time off for a bereavement or some compassionate leave. It is hard to define a 'policy' for this because the needs can be very specific for you as an individual. Therefore, we allow our managers to make a call on what is and what is not appropriate depending on the circumstances.

However, as a general rule the following will apply:

- Up to a week's paid leave plus time off to attend the funeral for immediate or very close family or friends
- Paid time off to attend a funeral for non-immediate family or friends

Celebration and recognition



Big birthdays

We like celebrating at Keltbray! Once you have worked with us for two years, for every subsequent birthday you have ending in a 5 or a 0, we will give you an extra day off to be used over your birth month for that year.

Events

Christmas parties, trips to the races, summer bbq's. There is always something happening at Keltbray to look forward to. Our way of saying thank you for all your hard work!

Keltbray kudos

Keltbray Kudos is our internal recognition programme. It gives you an opportunity to nominate your colleagues for 'Kudos' in line with our values. Each month the best nomination 'wins' the month and receives an extra day of holiday that year.

Length of Sevice:

To recognise and celebrate our employee's dedication we offer long-service benefits including additional annual leave and financial payments depending on your length of service milestones (10, 15 and 20 years). Please refer to the Additional & Special Leave Procedure for more information!

Family leave and flexibility

We recognise and respect how important family is to our people. With this in mind all our people are entitled to an enhanced paternity, maternity/ adoption/parent by surrogacy leave package.

Please note anyone who has recently given birth must take a minimum of two weeks compulsory leave. Please refer to the Family Matters Procedure for the full details on eligibility, entitlements and requirements relating to Family Leave.



Maternity/adoption/ parent by surrogacy leave

If you have more than 52 weeks service at the 15th week before the expected week of childbirth/ placement date:

- 12 weeks full pay
- 12 weeks at 50% pay
- 6 weeks at 25% pay
- 9 weeks at statutory maternity pay
- 13 weeks unpaid additional leave

If you have 26-52 weeks service at the 15th week before the expected week of childbirth/placement date;

- 6 weeks at full pay
- 3 weeks at 50% of pay
- 6 weeks at 25% of pay
- 24 weeks at statutory maternity pay
- 13 weeks unpaid additional leave

If you have less than 26 weeks service at the 15th week before the expected week of childbirth/ placement date:

- Keltbray HR team will provide employee with SMP1 form and you apply to Maternity Allowance: How to claim - GOV.UK (www.gov.uk) to claim maternity allowance

Shared parental leave

All eligible employees are entitled to take shared parental leave and this will be paid at the statutory rate. Shared parental leave is all about 'sharing' maternity/adoption/ surrogacy leave – so if your partner doesn't use all of their entitlement you can take the unused portion – up to a maximum of 50 weeks.

Paternity leave

All eligible employees are entitled to 4 weeks paternity leave. If you have more than 26 weeks service at the 15th week before the expected week of childbirth/ placement date:

- 2 weeks at full pay

- 2 weeks at statutory paternity pay

If you have less than 26 weeks service at the 15th week before the expected week of childbirth/ placement date:

- You do not qualify for Statutory Paternity pay and Keltbray will provide you with SPP1 form.

Parental leave

All parents at Keltbray have the option to take up to eighteen weeks unpaid Parental Leave (maximum of four weeks in any one year) to help manage the ups and downs of parenthood.

Flexible working

All our employees have the right to request flexible working and we will always do what we can to accommodate those requests

Neo-Natal Care Leave & Pay

Subject to eligibility criteria, Neonatal Care Leave is there to support Keltbray employees who are responsible for a baby receiving neonatal care for at least 7 days within the first 28 days of birth. One week of neonatal care leave is available for each consecutive 7 day period that their baby is receiving care, up to a maximum of 12 weeks..

IVF Treatment

If you are undergoing IVF treatment it is likely you may require time off at various stages during the process. Continuing as usual at work and at home while going through fertility treatment can be challenging therefore we encourage you to keep your line Manager/HR informed throughout your IVF journey.

Pregnancy Loss

We understand that pregnancy loss is a devastating experience whether it happens to you, your partner or a surrogate having your baby. We want you to know that at Keltbray, pregnancy loss is viewed as a type of bereavement and that getting the right support at work is crucial.

We are committed to giving all affected colleagues the support they need, therefore employees are entitled to 5 days paid leave in case of loss before 29 weeks of pregnancy. This is designed to support employees through pregnancy loss – which includes, but is not limited to, miscarriage, stillbirth and abortion.

It's important that you contact your manager as soon as possible if you are affected by pregnancy loss so that we know how we can support you during this time.

On your return to the workplace please request any adjustments you may require and we will aim to accommodate these.

Time off for dependants

There may be occasions when you are confronted by unforeseen circumstances or emergencies relating to a dependant. If this happens, reasonable time off may be allowed to deal with the situation and to facilitate any longer term arrangements. Please liaise with your line manager in the first instance.

Carers

We recognised that some employees have specific caring responsibilities outside of work. Providing care for family members or dependants who are sick, disabled or elderly is a big responsibility and can often be difficult to combine with the demands of employment.

If you do provide care to a dependants we understand there may be occasions where you require time off to meet your caring commitments. In these situations, you can request to take carer's leave.

Please let your line Manager or HR know in order for them to provide you with support. Keltbray offers up to 5 days paid leave a year for individuals who are deemed as carers.

Training, development and progression

The best people want to join the 'One Keltbray' team, because we help them to develop so they can achieve their goals. We are passionately committed to delivering best in class training, development and progression for our teams.



GPS

Every team member will have an annual Grow, Perform, Succeed (GPS) Review or Job Chat to discuss how they are finding life at Keltbray, where they would like to develop and their future with the business.

Flex

Every person at Keltbray has access to our online learning management system, Flex. Sometimes you will be allocated mandatory training courses on Flex, but there is also a huge amount of fantastic content on there that you can complete voluntarily if you're looking to expand your knowledge. There are an array of excellent training modules available, from tips for having a difficult conversation, to Diversity in the Workplace, Diabetes Awareness and Our Code of Conduct training.

Apprenticeships

Keltbray offers a huge range of apprenticeship opportunities for people at all stages of their career. This includes the traditional early careers developmental apprenticeship right through to degree level programmes for senior leaders. Please speak to your manager or the learning and development team for more information.

Graduates and placement students

Keltbray has a proud record of recruiting graduates and placement students and giving them a great foundation to build their careers from.

Professional qualifications and memberships'

For Keltbray to stay at the top of our game we need our people to do the same! Professional qualifications and membership are one way of doing this. We actively encourage and fund numerous professional qualifications for our people. Employees are also able to expense the cost of one professional membership per year.

Study leave

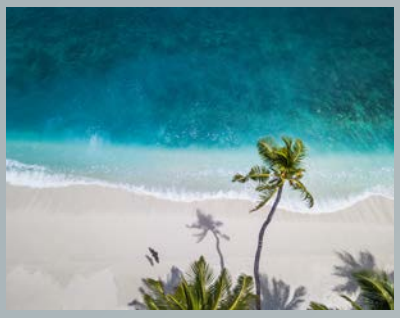
For anyone completing a formal qualification we offer paid study leave. This includes one paid revision day per exam, paid time off for the exam itself and one additional day per year for additional study time.

Promote Health, Prevent Harm

We take your health, safety and well-being seriously. The following are some of the activities that help us support you:

Holiday

All our people receive at least 20 days holiday each year plus all the public holidays. We encourage you to use all of your holidays as we know rest time is important for all of us to feel and perform at our best.





Gym membership

We take the health and fitness of our people seriously, which is why every member of the team receives a 10% discount at all Nuffield Health gyms, as well as a Virgin Active discount - 10% off 12-month contracts or 20% off flexible memberships.



Lighthouse Charity

WeCare is our fantastic Employee Assistance Programme that gives you access to expert advice, medical services, counselling and so much more.

The Key Services offered for you and your family are:

24/7 virtual GP services

Get a virtual GP appointment anytime, anywhere! Speak to an experienced GP for advice, consultations and proscriptions. They can handle most issues remotely but will also tell you if you need to go and see your usual doctor in person.

Second medical opinion

This is a fantastic service that gives you access to global specialists for a second medical opinion or to help diagnose a tricky issue.

Mental health support and counselling

Through WeCare you can access a series of one to one counselling sessions with a professional counsellor who can support you with any mental health challenges you are facing.

Plus WeCare offers all this...

- Formal support to Stop Smoking
- Burnout prevention counselling
- Life events counselling
- Get fit programmes
- Diet support
- Financial guidance
- Legal guidance

To access WeCare simply download the mobile app from the Apple or Google Play stores, create an account and use the code **A25148** to gain access. The WeCare helpline is open 24/7, 365 days a year on 0208 068 0035 (Financial and Legal services are open Mon - Fri 9am to 5pm).

Please note WeCare is a separate organisation from Keltbray and all the services are completely confidential – they do not share any information about you with us.

Mental and physical health first aiders

Like all organisations we ensure we have trained physical first aiders at all of our sites to deal with any medical situations. However, we are also very proud to say that 10% of our workforce are also trained Mental Health First Aiders. These people are here to support you with your mental health whenever you need it. You can find details of your local mental and physical first aiders on site posters and on the intranet.

Partnership with Lighthouse charity to provide additional support to MHFA's and employees.

Lighthouse Construction Charity

We are proud of our parnership with the Lighthouse Charity to provide additional support to MHFA's and employees.

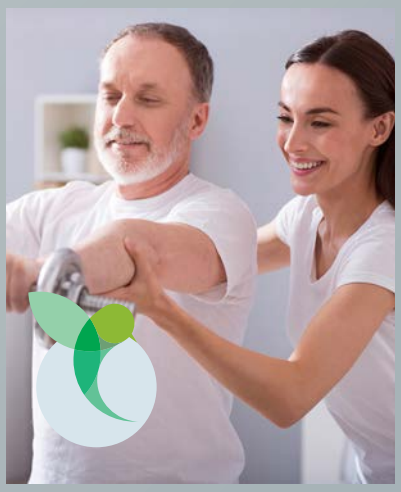
lighthouse
The Construction Charity



Keltbray Active

Keltbray Active is Keltbray's employee-led community to support, inspire and encourage each other in making active choices which improve our health and our relationship with the environment.

This online community has access to a number of health and wellbeing resources which are designed to enhance their everyday lifestyle, whilst promoting a diverse and inclusive environment through ongoing interactions.



Health and wellbeing committee

We have a Health and Wellbeing Committee whose sole job is to focus on the wellbeing of you and your colleagues – ensuring we bring our tag line of Promote Health, Prevent Harm to life. You can find their details on the intranet and please feel free to submit any ideas or suggestions to the group.

Sick pay

We recognise that there will be times you are too unwell to work. We will do all we can to support you if this is the case and you will be paid statutory sick pay for your absence.





KML Occupational Health

KML is an independent business but is very much part of the Keltbray family. This gives you access to best in class occupational health support whenever you need it. This might be for a persistent health problem, addiction advice or a mental health concern. You manager or HR will discuss KML's services with you if they think it is needed. Then, with your consent, we can refer you to KML OH for extra support to help you stay happy and healthy at work.

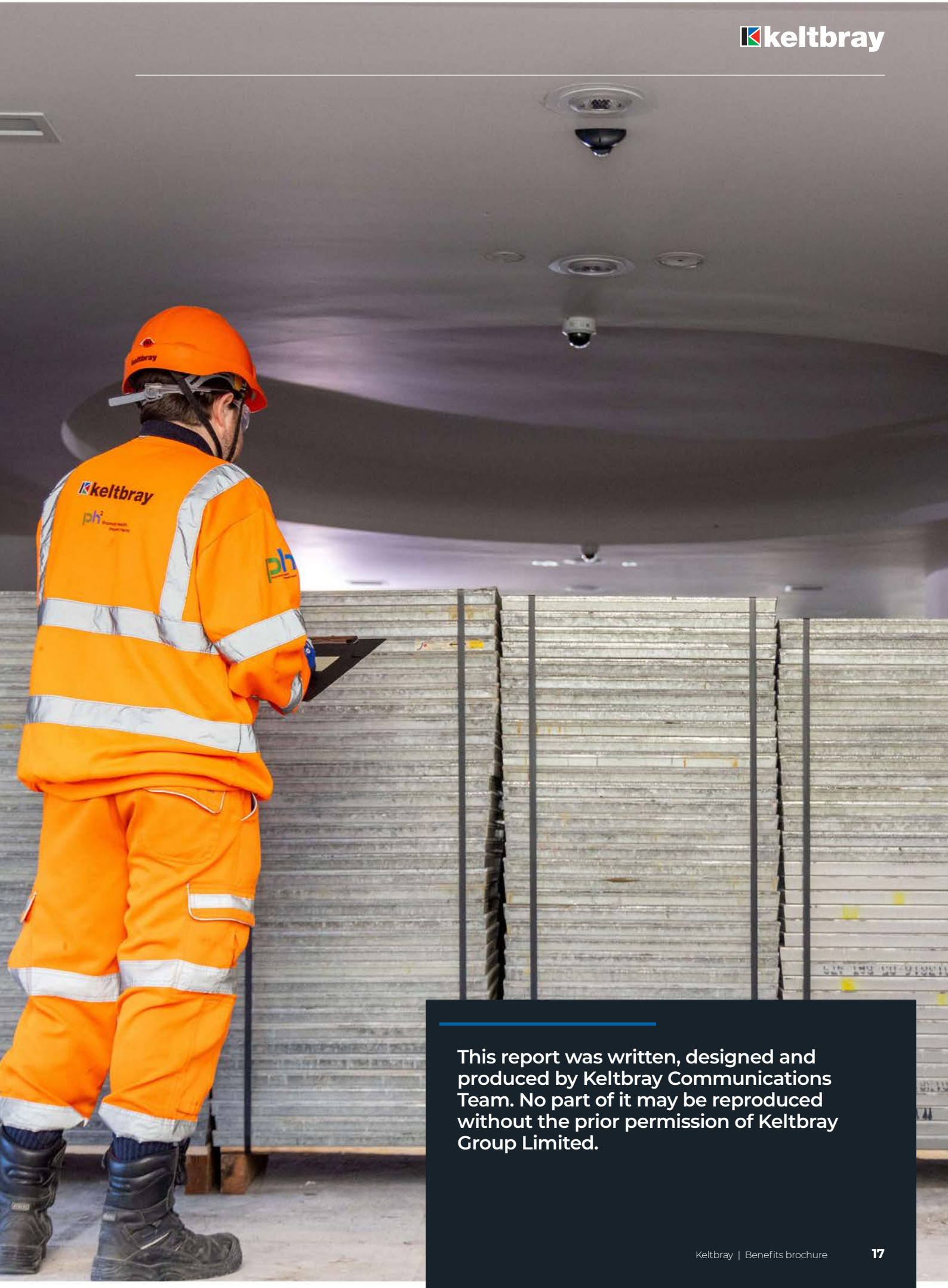
Flu jabs

We fund an annual flu jab for all our people who wish to have one.

Eye tests

We fund an annual eye test for all our people up to a value of £25.





This report was written, designed and produced by Keltbray Communications Team. No part of it may be reproduced without the prior permission of Keltbray Group Limited.



Redefining sustainable development

keltbray

St Andrew's House
Portsmouth Road
Esher, Surrey
KT10 9TA

T: +44 (0) 20 7643 1000
E: enquiries@keltbray.com
keltbray.com

© This document is the copyright of Keltbray Group Limited.

Any unauthorised reproduction or usage by any person other than the addressee is strictly prohibited.