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Services to the Onshore Natural Gas Industry

Sickness and Absence Policy

This policy aims to ensure that absence is managed effectively and consistently in order to minimize disruptions to the business whist ensuring that workers are treated fairly. The overall aim is to provide a pro-active and sympathetic approach to health management issues and achieve minimal absence through effective management.

1. Sickness

1.1 Notification Procedure

Unless otherwise specified in your contract for services please contact Lisa Fallows (Payroll Administrator) by 10am on the first day of sickness absence or one hour prior to the start of your shift, whichever is earliest, stating why you are absent and when you expect to return.

If your absence continues, please contact Lisa regularly to update on your continuing absence. You may also be contacted during your absence by Lisa who will want to enquire after your health and be advised, if possible, as to your expected return date.

Please provide the appropriate certificates as referred to below at the relevant times, and complete any absence recording documentation as required on your return to work.

1.2. Unauthorised Absence

Failure to follow the notification procedures as set out above will result in your absence being classified as unauthorised and will be dealt with under our Disciplinary Procedure. Unauthorised absence may be treated as gross misconduct.

If you do not report for work and have not telephoned Lisa to explain the reason for your absence she will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

1.3 Evidence of Sickness

Please provide the following written evidence of absence and ensure that appropriate certificates are provided for the whole of your absence.

1. **Self-Certificate**

- For sickness absence of up to seven calendar days please complete a self-certification form which is available from Lisa.

2. **Medical Practitioner's Certificate** (known as a Contract of Fitness to Work)

- For absence of more than 7 calendar days please obtain a certificate from your doctor stating that you are not fit for work and the reason(s) why. If your absence continues, further medical certificates must be provided to cover the whole period of absence.

You should forward certificates and any correspondence to Lisa as soon as possible.

If your doctor provides a certificate stating that you "may be fit for work" please inform Lisa immediately. The Company will discuss with you any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice. This may take place during a return-to-work interview. If appropriate measures cannot be taken, you will remain on sick leave and we will set a date to review the situation.

Where we are concerned about the reason for absence, or frequent short-term absence, we may require a medical certificate for each absence regardless of duration.

1.4 Medical Examination

Wilcocks may, at any time in operating this policy, require you to consent to a referral to an occupational health team and subsequent release of medical reports if appropriate. You will be asked to agree that any report produced in connection with any such examination may be disclosed to us and that we may discuss the contents of the report with our advisers and the relevant doctor.

1.5 Statutory Sick Pay

Please refer to details in your contract for services / terms and conditions.

1.6 Return to Work Interview

If you have been absent on sick leave we may request a return-to-work interview which will be carried out by Lisa. A return-to-work interview enables the Company to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention.

Where your doctor has provided a certificate stating that you "may be fit for work" the Company will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice.

1.7 Returning to Work from Long-term Sickness Absence

The Company is committed to helping workers return to work from long-term sickness absence. We are also aware that sickness absence may result from a disability. Particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.

1.8 Genuine Illness

If you have been absent due to sickness and are found not to have been genuinely ill, you will be subject to action under the Disciplinary Procedure which could include dismissal.

Graham Wilcock,
Managing Director
21st May 2026

Rev 7 Reviewed following Management Review Meeting 14/05/2026