

It is the policy of Hercules PLC that we will commit to helping our employees return to work following absence and illness.

**Our employees can expect that Hercules will:**

- Explain at induction stage, and as required, how the policy links in with other key company policies, training / recruitment and equal opportunities.
- Agree arrangements for recording sickness absence, as appropriate, during induction stage.
- Accommodate the provision of leave and time off to help return to work or to attend medical appointments when required as far as is reasonably practicable.
- Adhere to procedures for keeping in contact with staff on sick leave and what is expected from the employee / operative.
- Arrange return-to-work interviews and complete the appropriate “Fit for Work” form.
- Agree return-to-work plans, if appropriate and required, with any individual affected, conducting a fatigue management conversation as part of the return-to-work plan. A Fatigue Management Plan will be created for those members of staff returning to work after an extended absence.
- Support returns to work, e.g. in the form of adjustments to the workplace or changes to systems or hours of work wherever possible and redeployment where this is necessary.
- Ensure that employees / operatives that have suffered ill health, injury or disability will be treated fairly, equally and consistently.
- Make any reasonable adjustments to retain an employee who has become disabled or whose disability has worsened, so they are not put at a substantial disadvantage in their job / role.

Where required, Hercules PLC will work with trade union representatives, any other associated bodies (i.e. Network Rail / TFL), and other employee representatives, on developing and reviewing the operation of the Return-to-Work Policy as appropriate, and this will be reviewed on an annual basis in line with our management review procedure.

**Fitness and Competence for Work**

Employees must make sure that they are fit for work and meet any job-related health and / or fitness requirements. Some employees are required to hold relevant valid licences, take regular tests of competence and capability and have medical examinations.

Employees are required to consult their supervisor or manager before starting work if they could be unfit to work for any reason, including:

- stress, illness or injury
- the loss or breakage of spectacles or other medical aids;
- contact with a notifiable infectious disease;
- any change in their medical condition;
- taking any medicine or prescribed drug.

Employees are required to comply with Hercules PLC Drug & Alcohol policies and procedures.

**Who does this Policy Apply to?**

This policy applies to:

- Our Employees
- Our Subcontractors
- Activities and operations undertaken for or on our behalf.

The responsibility for the implementation of this policy lies with the CEO.

The CEO shall review this policy annually or following significant changes.



Brusik Korkmaz  
Chief Executive Officer  
Hercules PLC

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