

## CHR031 Annual Employee Statement

---

### **Purpose of the Statement**

This document is a reminder of the information we gave either at induction or during a roll-out program that Catena has identified as important to refresh all employees on.

### Behaviour Outside of Work

Legislation means that conduct outside of work may be treated under the Disciplinary Procedure if it is such that someone can identify that you work at Catena and you therefore bring the company into disrepute by your actions. This could be at a work event, drinks with colleagues, online and social media interactions and other ways.

This is to serve as a reminder to be mindful of how you behave and how it might be perceived.

### Sexual Harassment

This is not tolerated at any level and reports shall be investigated under our Policy(s) as is appropriate.

### Fire Safety

The Fire Evacuation Meeting point is by the front gates, and this is a reminder that the alarm sounding when not during a designated fire alarm test means you MUST leave the building by the nearest Fire Exit and make your way to the agreed muster point. If you feel you would like a refresher on Fire Safety Visit:

<https://catenais.co.uk/wp-content/uploads/2024/03/TBT002-Fire-Safety-Tool-Box-Talk-Issue-1.pptx>

### Training and Infrastructure

Catena continually invests in its environment and people and always welcomes employees to present ideas for improvements and personal training that benefits both you and Catena.