



# Human Resources

## Policy

# Human Resources Policy

## 1. Introduction

This policy sets out the culture and environment we wish to have in Keller to ensure our business is successful and that we are a highly attractive employer.

## 2. Policy objectives

We aim to have an inspired and motivated workforce equipped with the skills, tools and standards required to be successful.

## 3. Delivering our objectives

We will ensure the delivery against our objectives through the following measures:

- Providing our managers with the framework and policies to manage their people and their careers.
- We encourage employees to be responsible for managing themselves and provide development opportunities to enable employees to perform to their maximum potential.
- We operate a high standard of ethics, clear values and an open, honest and timely dialogue with each other. We are all responsible for living up to our standards and treating each other with respect.
- A diverse and inclusive culture is a key factor in being a successful business. We value diversity and do not discriminate in any way unrelated to an individual's ability to do the job.
- We offer a fair market related package of pay and related benefits which recognise performance and achievements. Working together, we will contribute to and share in the success of our business.
- We manage and reward performance effectively.
- We take health and safety seriously and promote safe working in all our actions.
- We encourage employees to have a good work/life balance.
- We keep our employees informed using communications channels that are appropriate.
- We embrace change in order to achieve our goal of continuous improvement, and support our people through business change.
- We base our culture on our commitment to conduct our business according to our Code of Business Conduct.

## 4. Scope

This policy applies to all legal entities which Keller Group plc wholly owns, has a majority stake in or overall operational control of.

## 5. Governance

The Keller Executive Committee of the Keller Group plc Board provides oversight of this policy.

## 6. Responsibilities

This policy applies to all individuals who are employed by, or carry out work on behalf of, any Keller group company including contractors, temporary staff and agency workers.

## 7. Supporting information

Code of Business Conduct

## 8. Document change history

Policy status	FINAL
Issue date	17.10.2016
Version reviewed and updated	26.11.2020
Next review date	30.06.2021
Policy owner	Group HR Director