

# RETURN TO WORK / FIT FOR WORK POLICY

## Policy Purpose

Delton Contracts Services Ltd. is committed to supporting the health, safety, and well-being of our workforce. We aim to help employees return to work safely following a period of absence due to illness or injury. This policy ensures that individuals are medically and physically fit to perform their duties without risk to themselves or others.

## Scope

This policy applies to all employees, subcontractors, and temporary staff working on behalf of Delton Contracts Services Ltd.

## Fitness and Competence for Work

It is a requirement that all personnel are fit to carry out their assigned tasks. Employees must consult their manager before starting work if they feel unfit for any reason, including:

- Illness, injury, or high levels of stress.
- The loss or breakage of medical aids (e.g., spectacles, hearing aids).
- Contact with a notifiable infectious disease.
- The use of any medication or prescribed drugs that may cause drowsiness or affect performance.
- Any significant change in a long-term medical condition.

All employees must also comply with the Delton Contracts Services Ltd. Drugs, Alcohol & Substance Abuse Policy.

## Supporting the Return to Work

**When an employee returns from sick leave, Delton Contracts Services Ltd will:**

- **Maintain Communication:** Adhere to agreed procedures for keeping in contact during the period of leave.
- **Return-to-Work Interview:** Conduct an interview upon the employee's return to complete a "Fit for Work" assessment.
- **Fatigue Management:** Discuss energy levels and potential fatigue, particularly after extended absences, and create a Fatigue Management Plan if necessary.
- **Reasonable Adjustments:** Implement changes to the workplace, systems, or working hours where possible to facilitate a smooth return. This includes specific support for employees who have developed a disability.
- **Confidentiality:** Ensure all medical information is handled in accordance with our Data Protection Policy.

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## Return to Work Process Flow

### Fairness and Equality

We ensure that all employees who have suffered ill health or injury are treated fairly and consistently. We will not discriminate against any individual based on their medical history and will make every reasonable effort to retain staff through redeployment or workplace modification.

### Responsibility

The Managing Director holds ultimate responsibility for the implementation of this policy. Managers are responsible for conducting return-to-work interviews and ensuring that any agreed adjustments are implemented on-site.

Approved by	G.Singh Director	Signed: 	Date 6/3/2025
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