

HEALTH AND WELLBEING GUIDE

Henry Boot

GROUP OF COMPANIES

Supporting you
to be healthy and
fulfilled in your role



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INTRODUCTION

WELCOME TO OUR HEALTH AND WELLBEING GUIDE

The purpose of this guide is to bring information about our health and wellbeing offer and evolving approach together in one useful place.

You can use this guide to:

Find out more about our health and wellbeing support resources and guidance.

Learn about our evolving approach to health and wellbeing and how we are ensuring it is given focus.

Find out how you can get involved in our Health and Wellbeing Programme and access and provide support for yourself and others.

This guide will be updated regularly to ensure the information it contains is as accurate and up to date as possible.

MESSAGE

FROM EXCO

Investing in the health and wellbeing of our people is a key priority for Henry Boot.

It is essential for us to make sure our people are healthy and fulfilled in their roles. It will help us to retain and attract talented people across our business, in order to evolve, adapt, succeed and grow.

That is the core focus of our revised approach to embed a forward-thinking approach to health and wellbeing. We recognise that circumstances and people's needs are changing, and that it's more important than ever to foster an open and honest culture, where people are encouraged to discuss their wellbeing.

The impacts of the last few years are still being felt and we know how hard people worked through those challenging times. We know it is essential that all our people, including leaders, are empowered to find a work/life balance that works for them to protect their wellbeing. For most, our way of working is evolving, so we need to ensure we have support measures in place as we adapt to these new working styles.

Supporting your health and wellbeing is nothing new for Henry Boot. We have, for many years, offered a competitive package of benefits and support resources. We are committed to collaborating with our people to communicate key health and wellbeing issues, to learn from experts and to share powerful experiences. This proactive and collaborative model aims to ensure that health and wellbeing is at the heart of what we do.

The success of this approach will depend on us all getting involved and supporting each other. Your feedback, suggestions and ideas will help us improve our offer and make sure everyone in the company feels they have the support they need.

We hope you'll all see this as a positive step forward for our business and we encourage you to join the conversations and give as much feedback as you can.

EXCO



Tim Roberts
Chief Executive Officer



Darren Littlewood
Chief Financial Officer



Amy Stanbridge
General Counsel and
Company Secretary



Rachel White
HR Director



Jon Fisher
MD Banner Plant



Nick Duckworth
MD Hallam Land Management



Ed Hutchinson
MD HBD



Tony Shaw
MD Henry Boot Construction

HEALTH AND WELLBEING STRATEGY

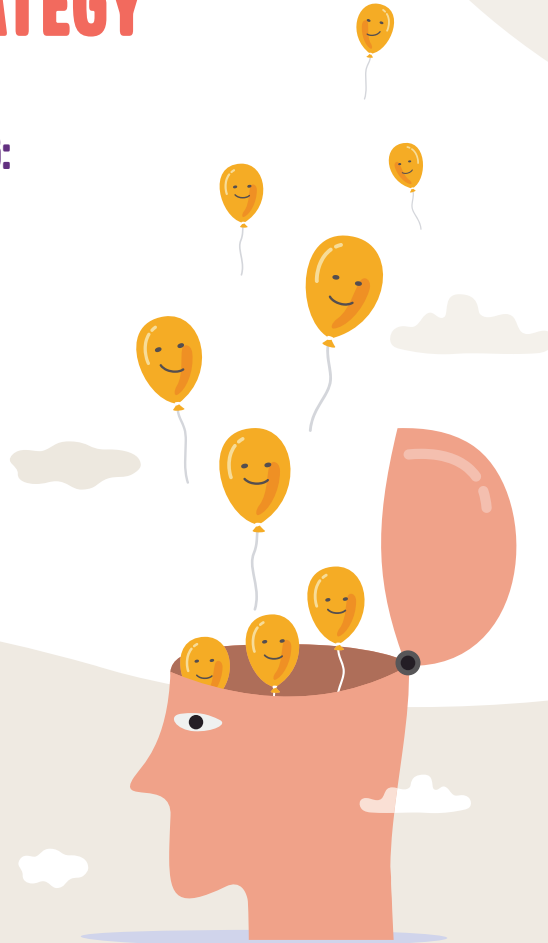
OUR APPROACH WILL FOCUS ON FOUR KEY AREAS OF WELLBEING:

Our Health and Wellbeing Strategy is guided by the vision that all of you are healthy, fulfilled, and productive in your roles and feel supported and empowered to enjoy positive health and wellbeing.



1 HEALTHY BODY

Provision of support, resources, and activities that encourage and promote good health and positive physical wellbeing.



2 HEALTHY MIND

Empowering positive mental health and a safe and open culture enabling everyone to be able to talk about their mental health.



3 DIGITAL RESILIENCE

Implementing technical solutions to encourage positive and innovative digital working practices that benefit and enhance wellbeing.



4 FINANCE AND LIFESTYLE

Ensuring that our people enjoy financial stability and good understanding of how to manage and plan their finances.

We recognise that these focus areas are not mutually exclusive and will overlap with each other. As we showcase our existing support and introduce additional resources and guidance, we will take a holistic approach to wellbeing and will strive to achieve the following objectives:

- 1** Ensuring your health and wellbeing is a core focus which is embedded across our operations.
- 2** Supporting and empowering authentic and meaningful leadership to enable productive and healthy teams.
- 3** Informing, supporting, and empowering our people to enjoy positive health and wellbeing.
- 4** Utilising technological solutions and tools to encourage positive health and wellbeing.
- 5** Telling powerful stories to challenge the stigma and barriers associated with health and wellbeing.



EMPLOYEE ASSISTANCE PROGRAMME

We provide access to a **free and confidential** Employee Assistance Programme via Help@hand, an independent provider of employee support services. Help@hand employ professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal with all kinds of practical and emotional issues such as wellbeing, family matters, relationships, debt management, workplace issues, and much more. Help@hand also offer Line Manager support packages for issues such as mental health, cancer and stress in the workplace.



Our Employee Assistance Programme is there to provide support when it is required but also offers lots of useful resources and activities that can be used at any time.

You don't need to ask your Line Manager to use Help@hand, just call the number and you can speak to a professional counsellor or information specialist in confidence.

This service is available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone or online.

Help@hand also offer an app that provides access to their support and a range of other resources.

HEALTHY BODY

We have a legal duty of care to all our people to protect you while you are at work. The content of this section focuses on the support and guidance we offer in addition to our occupational health support.

Staying physically fit and active can be a challenge! Finding time for exercise amongst the many commitments of modern life can be difficult but making time for physical health and fitness is important. Staying fit and active can keep us healthy, rest and relax our minds, and provide an excellent way to unwind.

Not everyone has the same ability to exercise or undertake physical activities but taking part in hobbies, social activities and things you enjoy doing can also be very beneficial to your wellbeing.

Positive physical health is also influenced by other factors including getting plenty of sleep, eating a balanced and nutritious diet, and managing stress.

Here are some top tips for how you can make the most of our resources and support we offer to enhance your physical wellbeing.

1. DOWNLOAD THE AVIVA WELLBEING APP

We have partnered with Aviva Wellbeing to provide personalised expert tips and advice on topics such as improving sleep, reducing stress, getting fitter, losing weight and living healthier lives. Choose a health goal and follow an action plan to adopt and maintain good health habits that will support you in achieving your goals.

The Aviva app can connect with wearable devices and smartphones. It can automatically log your daily fitness and health activities and provide regular insights based on activities you do every day and how they impact your health. You can even earn reward points, giving you access to all kinds of offers, discounts and freebies.

You can also access discounted gym memberships.



2. VISIT AVIVA'S DIGITAL GP

We recognise it can be difficult to see your GP at a time that works for you. Through Aviva Digital GP, you can access swift around the clock consultations with an NHS registered GP through video consultations, NHS repeat prescriptions with free delivery, and text chat services with GPs and pharmacies 24 hours a day, 7 days a week.



3. GET YOUR EYES TESTED

We have an eyesight testing scheme administered by a chosen provider and we will provide display screen and equipment (DSE) users with a full eyesight test at any of the opticians listed in their Directory of Affiliated Opticians, and will pay for suitable equipment where necessary, including safety glasses.



4. GET A FLU VACCINE

We run an annual flu vaccination programme every Autumn. You can opt to receive a flu vaccine voucher that can be redeemed at a local pharmacy or attend one of our flu vaccination clinics at specified locations where a trained nurse will administer the vaccine in the workplace for convenience.



5. GET ON YOUR BIKE!

Cycleflex is a salary sacrifice/hire agreement that offers substantial savings on the cost of a bike and safety equipment, with the payments deducted from your salary over 12 months. You can select any make/model of bike (plus equipment) up to a value of £5,000 through independent bike shops taking part in this scheme thereby providing business to local economies.

A great way to travel green, keep fit, and save cash!



DID YOU KNOW?

Our Employee Assistance Programme with Help@hand offers resources (including articles, webinars, videos and podcasts) about a wide range of physical health conditions and lifestyle issues including diet and nutrition, sleep, exercise and fitness and stress management.

Help@hand also offer a free programme of gym classes and fitness workouts.

Together we will be marking a range of national campaigns focused on physical health and wellbeing this year. To find out more please take a look at pages 22-23.

HEALTHY MIND

The pressures of modern life and the competing demands many of us face can lead to a risk of burnout, anxiety, and poor mental health. It has never been more important to prioritise your mental health and to ensure that you rest and relax as often as possible to build up your resilience and capacity to manage stress positively.

We are committed to fostering a positive, open, and honest culture when it comes to mental health. We want our people to feel able to discuss how they are feeling with others, to seek support from their Line Manager, and to be able to access the support they need in a form they feel comfortable with.

Here are some top tips for how you can make the most of our resources and support we offer to enhance your mental wellbeing.

1. FIND OUT ABOUT OUR MENTAL HEALTH FIRST AIDER NETWORK

This year, we are proud to be creating a brand new network of Mental Health First Aiders across the Group. The network will include people from a broad range of job roles, locations, and subsidiaries.

Our Mental Health First Aiders will undergo training to provide our people with support and guidance should they require it. They are there to offer a safe and friendly source of support and can signpost you to any further support you require. They will participate in a network that comes together regularly to share ideas and best practice.

2. ENGAGE WITH OUR EMPLOYEE ASSISTANCE PROGRAMME

Our Employee Assistance Programme (see page 10-11 for more details) provides instant access to specialist counsellors who can advise and support you with a range of issues. You can be referred by your Line Manager but a referral is not required to access this support. If you require support or want to find out more you can access the Programme at any time using the details on pages 10-11.

3. CHECK OUT THE LIGHTHOUSE CLUB

We are proud supporters of the Lighthouse Club – a specialist charity supporting wellbeing in the construction industry and allied trades.

They offer a range of resources to provide support for your wellbeing (including mental, physical and financial) and they operate a confidential helpline, text chat service, and self support app that can be used to access support.

The Lighthouse Club resources are available to you and your loved ones and their self-support app includes free access to mental health self-analysis and sleep therapy. This is a fantastic resource for you and for our supply chain to access.

4. JOIN ANDY'S MAN CLUB

Andy's Man Club are a charity, offering free to attend peer-to-peer support groups across the United Kingdom and online. They want to end the stigma surrounding men's mental health and help men through the power of conversation.

Their groups meet weekly and provide an informal and friendly and supportive forum for men to be able to speak honestly about the way they are feeling.

DID YOU KNOW?

Our Employee Assistance Programme with Help@hand offers a wide range of resources to provide information and support for mental health and other issues that could cause stress or anxiety.

Help@hand also offer a Mindfulness Toolkit. Mindfulness is the practice of purposely focusing your attention on the present moment and can be used as a tool to help ease stress and improve focus and productivity. This toolkit includes resources on understanding the benefits of mindfulness and how to practise and incorporate it into your daily life.



DIGITAL RESILIENCE

The pandemic encouraged innovation and new ways of working as many of us had to work from home or utilise new technology to complete our roles. Whilst this has had many positives, it also risks blurring the boundaries between work and personal life and can risk people feeling 'always on'.

How we interact and communicate with each other can be critical to promote good wellbeing and to avoid behaviours that create stress and anxiety.

We are committed to reviewing our ways of working to ensure that our people are informed and empowered to utilise technology to work in patterns that suit their needs but do not create a negative impact on the wellbeing of others.



Below are some top tips for how you can make the most of the resources and support we offer to enhance your digital wellbeing.

1. DOWNLOAD MICROSOFT VIVA INSIGHTS

Microsoft Viva Insights is a tool that works in connection with Outlook and Teams to build better work habits with data driven suggestions to improve your focus and collaboration.

It assists with building rest time into your diary, limits the amount of time spent in meetings, and reviews how you collaborate to ensure that you can be as effective as possible. It also enables better communication with others (for instance allowing you to delay your emails being sent until the following day).

2. USE FOCUS ON YOUR IPHONE OR IPAD

Using the Focus setting allows you to concentrate and customise how you receive notifications. You can customise the settings and choose when you want to receive alerts and notifications while letting other people and apps know when you're busy.

3. DIGITAL WORKING CHARTER

We are committed to fostering digital solutions and innovation that combine efficiency and enhancing positive wellbeing.

Later in the year we will be unveiling a brand new 'Digital Working Charter' which will establish positive digital working practices across the Group. The purpose of this is to embed good practice and to avoid the risk of you feeling as though you are unable to switch off outside working hours and experiencing burnout.

DID YOU KNOW?

Microsoft Viva Insights can automatically add lunch breaks into your diary to ensure that you get time each day to have a break.

Adding your working hours and patterns to your email signature (see example below) is a great way to inform your colleagues and contacts about when you're working and how you choose to communicate.

My standard working hours are 09:00 – 17:00 Monday – Thursday. I work flexibly, and you may hear from me outside of standard business hours; this does not mean that I expect a response outside of your preferred hours.

FINANCE AND LIFESTYLE

Financial concern or worry can affect how we feel and our sense of wellbeing. This could relate to financial planning (such as planning for retirement, buying a house, or big life events) or be caused by more immediate issues such as high energy bills and the cost of living.

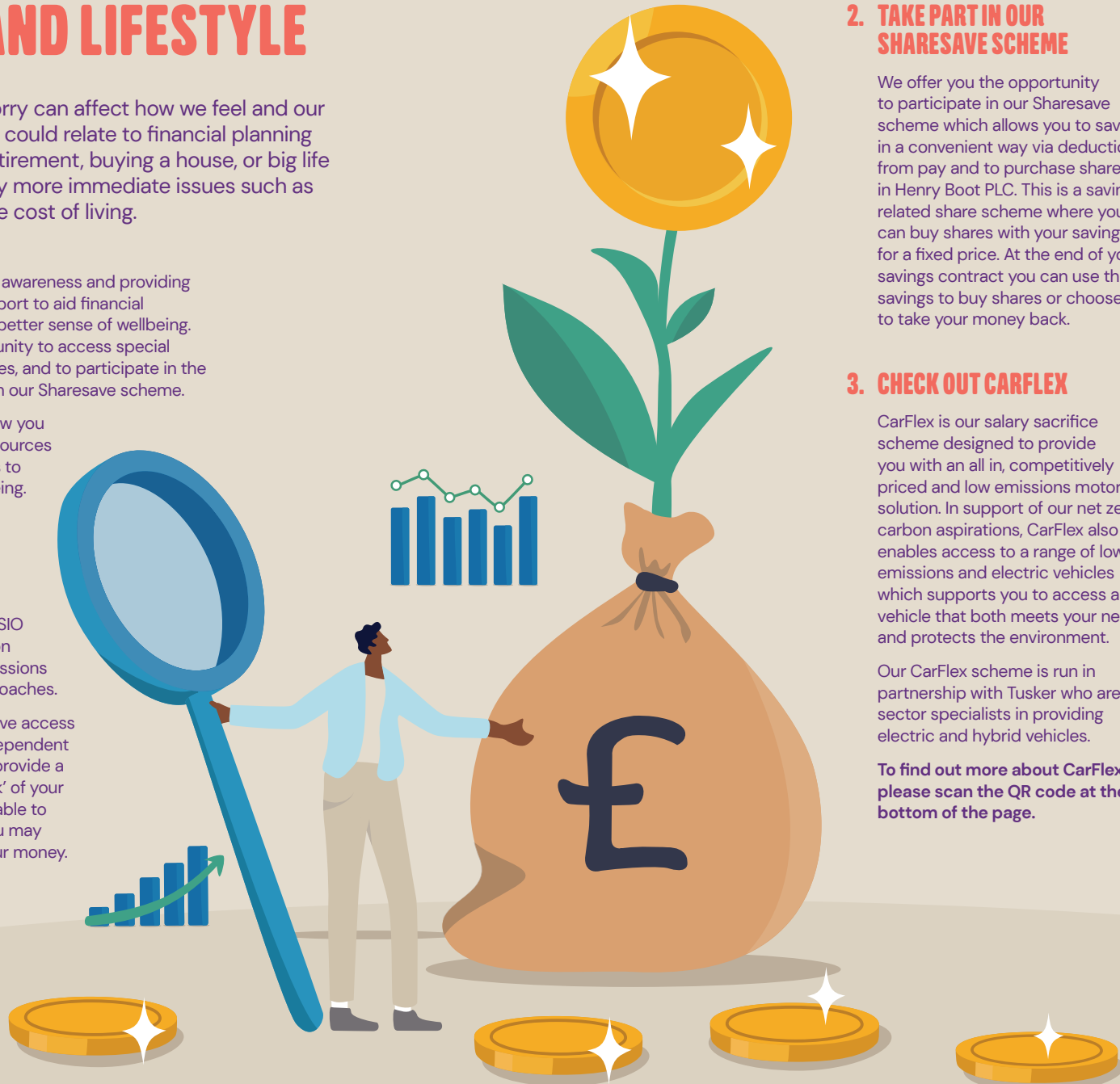
Supporting you with financial awareness and providing access to resources and support to aid financial planning, will help promote a better sense of wellbeing. We also offer you the opportunity to access special offers, salary sacrifice schemes, and to participate in the success of the Group through our Sharesave scheme.

Here are some top tips for how you can make the most of the resources and support the Group offers to enhance your financial wellbeing.

1. BOOK A FINANCIAL COACHING SESSION

We have partnered with ISIO to provide you with one on one financial coaching sessions with one of their expert coaches.

The individual sessions give access to a professional and independent financial coach, who will provide a confidential 'health check' of your finances and will be available to answer any questions you may have about managing your money.



2. TAKE PART IN OUR SHARESAVE SCHEME

We offer you the opportunity to participate in our Sharesave scheme which allows you to save in a convenient way via deduction from pay and to purchase shares in Henry Boot PLC. This is a savings related share scheme where you can buy shares with your savings for a fixed price. At the end of your savings contract you can use the savings to buy shares or choose to take your money back.

3. CHECK OUT CARFLEX

CarFlex is our salary sacrifice scheme designed to provide you with an all in, competitively priced and low emissions motoring solution. In support of our net zero carbon aspirations, CarFlex also enables access to a range of low emissions and electric vehicles which supports you to access a vehicle that both meets your needs and protects the environment.

Our CarFlex scheme is run in partnership with Tusker who are sector specialists in providing electric and hybrid vehicles.

To find out more about CarFlex please scan the QR code at the bottom of the page.

4. NEVER STOP LEARNING!

We offer a comprehensive range of learning and development opportunities each year and you can see the courses on offer in our **Personal Development Catalogue**. The Group may also be able to offer support with course fees for college and university courses relevant to your role.

DID YOU KNOW?

The Help@hand app (offered by Unum) provides access to lots of discounts with a broad range of national retailers.

We regularly provide information about the Henry Boot pension schemes and offer roadshows so you can access information and find out more.

Later this year, we will be sharing a new Sustainable Transport Policy detailing how we will support you to travel sustainably in a way that works for you.

GIVING BACK AND GETTING INVOLVED!

Socialising and spending time to support local communities can be really beneficial for wellbeing. It can help you to feel relaxed, connected, and enjoy a sense of positivity gained through helping others.



Our **Responsible Business Strategy** details how we are committed to supporting our communities and environment. There are lots of ways you can get involved and give back. These include:

1. VOLUNTEERING

Every year we provide you with up to 2 working days of time (16 hours) to contribute to supporting charity, community or education partners through volunteering. This could vary from team days out supporting a local charity to delivering careers education sessions to local learners.

2. FUNDRAISING

The Group is committed to contributing £1 million of value to charitable and community causes by 2025 and the efforts of our people is critical to help us reach this target.

Raising money for charity can be a great way to enhance your wellbeing. Whether taking on a physical challenge (such as a run, swim or skydive) or utilising a hobby (baking, reading or craft), there are loads of ways to raise funds for a cause you believe in. The Group Charity Committee will match any funds you raise up to a value of £250, can subsidise entry to fundraising challenges, and also offer the Community Fund where you can nominate good causes for £250 grants.

3. THE SOCIAL CLUB

The Henry Boot Social Club is the employee led team that help plan and deliver social events and initiatives for you across the Group. Each year, they organise activities including the hugely popular Lunch on Us events, the Give it a Go sessions, and employee social events.

HEALTH AND WELLBEING PROGRAMME 2023

We are pleased to share our programme of activities, and events for 2023 below. More initiatives, activities, and events will be added throughout the year and we will keep you updated about these and how you can get involved.

MARCH

13TH-19TH NEURODIVERSITY CELEBRATION WEEK

We will be sharing a range of case studies, resources, and guidance for you to increase awareness about neurodiversity and what support is available from the Group. We will learn about how we can support you, make our business accessible for those with neurodiverse conditions, and learn from special guests Autism Plus who will be delivering a neurodiversity education session.

LAUNCH OF DIGITAL WORKING CHARTER

We will be launching our Digital Working Charter – a best practice charter for digital wellbeing and working.

MAY

MENTAL HEALTH MONTH

Mental Health Awareness Week takes place in mid-May. To mark this event and to raise awareness and open up conversations around mental health, Henry Boot will be running a mental health campaign throughout the month.

We will share employee experiences about mental health, interesting resources from our expert partners, and signpost further support that can be accessed. We will be welcoming a range of expert speakers to deliver sessions on mental resilience, stress management, and mental health awareness.

15TH-21ST LEARNING AT WORK WEEK

We will be marking this initiative which aims to put a spotlight on the importance and benefits of continual learning and development.

JUNE

13TH-17TH MALE HEALTH WEEK

We will be sharing a range of case studies, resources, and guidance for you to increase awareness about male health conditions and what support is available from the Group. We will learn about a range of conditions and about how we can support you. We will learn from special guests Cavendish Cancer Care who will be delivering a male health education session.

SEPTEMBER

LAUNCH OF THE REVISED AGILE WORKING FRAMEWORK

Agile working offers a great opportunity to promote positive health and wellbeing. 2 years on from the launch of Henry Boot's Agile Working Framework, we have several revisions to our approach which aim to foster positive wellbeing across our teams. We will be sharing more details on this in September.

18TH SUICIDE PREVENTION DAY

We will be sharing resources and guidance related to suicide and how to support you and contacts who have (or are at risk of) being affected by suicide.

OCTOBER

9TH-15TH BABY LOSS AWARENESS WEEK

This campaign allows bereaved parents and their family and friends the opportunity to unite with others globally to commemorate their babies lives. We want to help challenge the stigma associated with baby loss and to ensure that any colleagues affected can access support from the Group and their colleagues.

18TH MENOPAUSE AWARENESS DAY

We will again raise awareness about the impacts of the menopause by sharing case studies, resources and guidance for our colleagues and hear about how we can all support colleagues experiencing the menopause or peri-menopause.

