

Supplementary Project Agreement For the Teesside Improvement Project (TIP)

Olefins 6, Wilton International,

Teesside.











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1 Introduction

It is agreed that the Teesside Improvement Project - Olefins 6, Wilton is a Category 1 Project as defined in the NAECI 18.1(a).

This Supplementary Project Agreement (SPA) has been negotiated between representatives of the signatory Trade Unions to the National Agreement for the Engineering Construction Industry (the NAECI) and Wood plc on behalf of all contractors/subcontractors undertaking work at the Teesside Improvement project.

All contractors, sub-contractors, who are contracted to carry out NAECI in scope activities shall be in current membership of one of the employers' associations, signatory to the NAECI,

i.e., Engineering Construction Industry Association (ECIA), Thermal Insulation Contracting Industry (TICI) and the Scottish Joint Industry Board (SELECT). Contractors and subcontractors etc. As above shall abide with the rules of their Association, the NAECI and this SPA It is an obligation for all employers carrying out works, deemed to be in scope of the NAECI, to comply with the terms of the NAECI and this SPA in full.

Acceptance of the provisions of the NAECI and this SPA is a condition of employment, together with standard terms and conditions of employment to be issued by each of the in-scope employers to their employees engaged on the Project, acceptance of the SPA as per Attachment 5.

The signatory Trade Unions to the NAECI, Unite and the GMB, are recognised as the sole negotiators for the terms and conditions of employment. All employees are encouraged to be members in good standing of one of these Trade unions. Only members of a signatory Trade unions are able to invoke the full disciplinary and grievance procedures contained in the NAECI, (s 14 & 15 and appendices E & F).

An Independent Auditor will be appointed to ensure strict compliance and uniformity with the terms and conditions of NAECI and the SPA; confirming current membership of a signatory employers association (ECIA, TICA or SELECT), the correct payment of all rates and allowances, monthly NJC accident reports and that welfare benefit insurances are in place.

All Contractors/Sub-Contractors are required to conform to requests for information from the nominated auditor.

2 Reference Documents

Document	Description
NAECI 2022 - 2023	The National Agreement for the Engineering Construction Industry



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3 Scope

3.1 In Scope

In accordance with the NAECI 1.4 (a), it is agreed that the following activities will be regarded as in scope work.

- The construction and installation of piping, plating, welding, scaffolding, electrical, instrumentation, mechanical equipment, cladding, thermal insulation, and steelwork associated with in scope activities.
- Craneage services in support of these activities will also be deemed to be in scope of the NAECI.

3.2 Out of Scope

It is further agreed that the following will be regarded as out of scope activities and as such are not subject to the NAECI and this SPA.

- All associated Building, civil engineering services, including the installation of underground pipe work, refractory work and all support services including scaffolding, electrical building services, HVAC activities, and painting. Craneage services in support of building, civil engineering and refractory activities will be regarded as out of scope activities and undertaken to the relevant Working Rule Agreement.
- All activities associated with the provision of utilities e.g. power, water, ITT, ongoing maintenance, catering services, Security and cleaning (with the exception of in scope employees performing site housekeeping).
- Work carried out by vendors' reps or their contractors in support of performance guarantees, service arrangements and rectification of defects. Wood plc will cooperate fully with the Trade Unions in providing early notification of all such works and organisations.
- Specialist activities by Vendors including but not limited to final alignment and commissioning of rotating plant, stress relieving, commissioning of instrumentation and software.
- Non-Destructive Testing (NDT).
- Demolition of Decommissioned plant and Commissioning activities of new plant.
- Such interconnecting piping/cable to a fixed ISBL/OSBL point installed by others as instructed by Wood plc.
- Maintenance activities as a result of unplanned events within the plant.

4 Working hours, Overtime, Shift Working

• The basic working week shall be 38 hours worked Monday to Friday inclusive. The core hours of work will normally be:



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- 07.30-16.00 Monday to Thursday inclusive. (10-minute paid morning break, 30-minute unpaid lunch break).
- 07.30 14.00 Friday. (30-minute unpaid lunch break)
- Where weekday/weekend overtime is required this will be operated in line with NAECI 7.4.
- The calculation for payment of wages, including holiday pay, shall be in line with the NAECI and statutory requirements,
- Following consultation, working hours may need to be changed or staggered to alleviate any congestion during access/egress to site, welfare facilities or other problems outside of the Project's control e.g., on- going traffic congestion or to maximise daylight working hours.
- Employees will then be required to "clock in" for work when they are changed and ready for work and this will be the record for monitoring actual working time. The working day therefore commences when the employee is changed and "clocks in" for work. Employees will also need to "clock out" at the end of the day prior to changing from their site clothing.
- The contractor will ensure that clocking arrangements are properly supervised to ensure the correct procedures are maintained at all times.
- Employees unable to attend work for any reason must telephone their employer to inform them by 09.30 am on the first day of absence and then in line with company sickness and absence procedures.

5 Utilisation of Working Hours

High levels of productivity, throughout the Project, are required to complete on time and in budget. The parties to this SPA commit to establishing and monitoring such improvements through the PJC, developing, and maintaining the fullest utilisation of working hours in all in scope activities and NAECI 3.3 Continuous Improvement.

Employers will ensure that all materials, tools and equipment are conveniently and closely sited to the workplace and that such siting does not interfere with the access and egress of others. The use of lockable site toolboxes is encouraged. The employer will maintain an overview of any issues that might lead to congestion in any area and report incidents to Wood plc with a view to rectify such problems. Clocking facilities will be sited in close proximity as far as is practical, to welfare facilities and the site access/egress point. Contractors are responsible for the safe storage of all tools and equipment and Wood plc will not be responsible for damages or theft.

Employees will arrive at their designated welfare facilities in good time to change and prepare for work before clocking on at the defined point and time. Employees will also clock off at the designated time before proceeding to the welfare facilities to change for departure from site.



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Both employer and employee will ensure that all break times are restricted to the defined times.

6 Trades Union Matters

Unite and GMB are the sole trades union signatories to the NAECI and are therefore the only parties able to negotiate on behalf of the employees and all employees are encouraged to be members in good standing of a signatory Trades Union, as per Attachment 1. Elected shop stewards and safety representatives are to be accredited by the relevant trade union and will carry out their official duties in accordance with the NAECI, this SPA, decisions by the PJC and current legislation. Employers will provide facilities in accordance with the NAECI. The Employers will ensure this is made clear to new starters to the site at the site induction and will supply names of such new starters in advance to the elected Accredited Shop Stewards where appropriate.

The project recognises the substantial benefits to the industry from the positive contribution of experienced Accredited Shop Stewards. To this end the project undertakes to support the election of shop stewards from within the workforce.

The Employers will encourage and support appropriate training for Accredited Trade Union Representatives and Safety Representatives. Time spent on training and duties associated with training will be paid "as if the employee had attended work" for the time lost. Such time lost will include scheduled overtime.

Employers will support Accredited Shop Stewards in accordance with NAECI clause C.4. (a) (i) (ii) (iii) as and when needed to fulfil their trade union duties. The Employer will make meeting rooms available when requested.

The Project recognises the benefit of having a Senior Steward from both signatory Trade Unions on the project in line with NAECI Appendix C. Wood plc will undertake as far as practicable with their subcontractors and the signatory Trade Unions to place NECC Shop Stewards onto the Project. Upon agreement with Wood plc Subcontractors, the NECC Shop Stewards will be employed at the earliest opportunity practicable. The Senior Stewards will be employed as tradespersons but will also be allowed sufficient time by their employer to perform the Senior Steward role.

7 Project Joint Council (PJC)

The local parties to the SPA will agree the commencement of the PJC meeting which will then meet monthly. Each of the parties will appoint a Joint Chair for the PJC meetings, as per Appendix D, Annex B.5.

The PJC will comprise of representatives of Wood plc (numbers not restricted), ECIA, NJC, ECITB, representation from each of the major in scope contractors on site at that time up to a maximum of 5 companies. The trade union representation will consist of one Unite full



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time Officer and one GMB full time Officer and up to five accredited shop stewards at any one time as per Appendix D, Annex B4 (ii). The Independent Auditor will also attend to present the monthly audit report. Other parties may be invited from time to time by mutual agreement.

The NJC will allocate, as appropriate, an NJC ROM (Regional Operations Manager) to represent the NJC on the Project. The NJC ROM will provide advice about the interpretation of the rules of the NAECI and assist the local parties to avoid disputes and with the emphasis upon early dispute resolution. The NJC ROM will also provide advice about procedural matters that arise out of the operation and application of NAECI.

Report back meetings and durations will be agreed by the PJC. Individual Full Time Officers or Shop Stewards will cooperate with their employer in the arrangements to report back to their members.

8 Health and Safety, and Welfare



The Shield is how we protect our company, communities, colleagues and ourselves through the simple and consistent mindset of Prepare, Engage and Intervene.

wood.

- The Shield is The Shield is a metaphor for protection that pulls together our HSSE processes and procedures and will be used during the construction phase to drive a simplistic and consistent message across all Contractors and in doing so help to bring the Life Saving Rules and safety essentials to the fore. Aligned with our company values the three elements of the shield are as follows:
 - Prepare Committing that before we go to work, we are adequately prepared
 - Engage Take care to effectively engage with the safety requirements of the job
 - Intervene Keeping the job safe by checking to verify that everything is as expected
- Various campaigns will be used to promote and embed The Shield during the construction phase of the TIP Project.



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- CCNSG site safety passport or EMSS is a requirement for in scope employees on the site
- Accredited safety representatives and employers will be expected to form a Site Safety
 Committee at the earliest opportunity under the leadership of the Wood plc Safety
 Manager. Terms of Reference will be established by the parties which shall include a
 written report for submission to the PJC for its review. Additional training will be given
 where required in the Project Standards and Procedures.
- Mobile phones and other electronic items are not permitted within construction areas, irrespective of whether they are used or not. The use of personal electronic devices used for communication or entertainment is also not permitted in construction areas.
- Two-way radios may be used within the construction areas. Generally, these will be issued to supervision, safety and security personnel.
- All welfare facilities are provided by the Project, secure lockers will be provided to enable employees to store clothing and personal items.
- The site Emergency Response is provided by FALCK these are contacted by calling 2222 on the site. All incidents must also be reported to the SABIC front line Manager/Control room and Wood plc HSSE team.
- No smoking is permitted within the construction area. This restriction also applies to E cigarettes, vapour cigarettes and other similar devices. A designated smoking area will be established within the Welfare Village and smoking will be limited to this area at designated break times only. Smoking in other areas is strictly prohibited and may result in disciplinary action.

9 Working at Height

SABIC has a set of Life Saving Rules designed to protect employees whilst undertaking high risk activities. Working at height is one of the Life Saving Rules. Each individual will be provided with a hard copy of the SABIC Life Saving Rules at induction as well as being detailed in Attachment 4.

All employees required to work at height will be provided with training on the correct use of fall arrest equipment by their employer.

Any operative identified as failing to comply with this requirement will be subject to immediate suspension, with pay, from the Project and pending an investigation, could result in exclusion from SABIC's UK assets, if found to have breached the site requirements. In such cases the employee is likely to face disciplinary procedures by his employer which may lead to dismissal.

10 Personal Protective Equipment (PPE)

All employers will ensure that the appropriate PPE is identified, issued, correctly used, maintained, and replaced as necessary. The employer will also ensure that, where necessary,



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appropriate training is provided in the use of specific PPE. It is incumbent on the employer to ensure that, in all cases, assessments have been carried out to enable the selection of suitable and appropriate PPE, recognising that the Project is located in an exposed position and subject to prevailing weather.

The minimum requirements of PPE whilst on the construction area of TIP must comply with SABIC PPE site standards, these are:

- Overalls with company logo
- Safety Boots
- Hi Visibility coveralls
- Light Eye Protection
- Safety Helmet
- Ear defenders
- Safety Gloves must be worn as specified within the Risk Assessment
- Other items of PPE will be defined by the activity and risk assessment

All employers will also ensure that employees are issued with appropriate wet weather protection to be worn whilst working during inclement weather. The employers will refer to NJC Guide to Health, Safety and Welfare to comply with the issue and selection of PPE. The employer will also provide a suitable anorak type jacket.

All employees will co-operate by wearing, correctly using, and properly caring for PPE issued to them. Any employee abusing, misusing, or defacing PPE in their possession may be subject to disciplinary action.

All safety helmets shall be badged with employer and employee's name, induction sticker and any other necessary skills stickers, i.e., first aid. All safety helmets shall be fitted with a chinstrap, which are to be used when appropriate. Graffiti on safety helmets is not permitted and may render employees liable for disciplinary action.

Employers will ensure that the above provision is available for issue either on or before the employee's start date on the Project. Employees are expected to wear the employer's issue off PPE

Where an employee is reliant on prescription lenses, the employer shall ensure that prescription lens LEP to the correct standard is made available to the employee. An employer nominated third party will provide prescription standard single or bifocal lenses to the frames selected by the employer. This issue should be after four weeks satisfactory employment. The employee will attend the eye examination in his/her own time. Overglasses will be provided and worn until such time as prescription lens LEP is available. Any such provision will be paid for by the employer.



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Except when in mess huts and offices, everyone must wear long sleeved overalls, safety boots, hard hats, gloves and eye protection and any other equipment deemed necessary by the employer.

11 Drugs and Alcohol

This will be applied on site on the same basis for all staff working for the companies engaged on this project including site visitors from these companies, i.e.

- Pre employment
- Random testing.
- Testing for cause (this is not confined to post-incident testing and can be because there are reasonable grounds to suspect someone is under the influence of drugs or alcohol).

There is a detailed policy (Attachment 3) to ensure clarity for workers subject to testing which is attached to this document. It will apply equally to all workers on site including management and everyone working on site must agree to be bound by it. Employees are required to sign to confirm they will co-operate with the policy and its application.

D&A testing statistics summaries will be reported to the PJC, but individual data will not be disclosed

Client staff are subject to their own established Company Drug and Alcohol testing.

12 Induction

Upon commencing employment all employees will undergo a Wilton Site Induction; a Sabic Site Induction and a Project Induction process. The project induction will entail an overview of the project and the objectives, the NAECI and this SPA and in particular the additional sums of money available to a deceased's dependents following a fatality. Wilton International site resident company Falck, will provide Emergency Medical Response and Security arrangements for the project. A copy of this SPA will be distributed to all inductees employed on in-scope work.

The employers will be responsible for further instruction on topics such as company procedures for absence from work, holiday entitlements, injury and life insurance, rates of pay, company Grievance and Disciplinary procedures and pension plans as a minimum.

Contained within the SPA will be an acknowledgement of the Induction training and an acceptance of the site rules and procedures, upon signing these will be retained by the employer for record purposes.

A period at the end of each project induction will be allowed for trade union representatives to attend the induction in order to contribute to the induction content. This



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time will also be used to encourage Trade Union membership and assist in the continued promotion of the NAECI.

13 Training

All parties to this SPA are committed to the employment and training of apprentices and trainees under the auspices of the Engineering Construction Industry Training Board (ECITB).

All such employees will be given the facilities required to progress the training including periods of off-site training.

Where possible such employees will be transferred to other similar employers to comply with any further training opportunities.

Following the commencement of the project the ECITB may be invited to meet with Wood plc and selected employers and the Trade Union Chair of the PJC to discuss the implementation of a training programme NAECI D.3(j).

The employers and employees will establish the processes laid down in the NAECI 5.4.5 (a), (b), (c), relating to the Assured Competence in Engineering (ACE) training. All costs involved in following the prescribed process will be the employer's responsibility.

All persons working on the Project on in-scope work must have the CCNSG Passport to Safety or EMSS. Course fees, including any cost borne by the employee in satisfying this requirement, and any refresher training fees will be borne by the employer. Course fees initially borne by the employee will only be reimbursed by the employer where such costs were incurred within 4 weeks before commencement of employment. Payment is to be made after completion of 4 weeks' employment. Payment for time spent will only be made to those persons in the respective Contractor's employment on the Project at the time taking the course. Contractors are explicitly forbidden to make a charge for this qualification, which will remain the property of the person holding the card. Contractors will not discriminate against those who do not hold the relevant qualification, and will provide training for those who need it, as well as the appropriate refresher training course. Where refresher training is required to re-new the CCNSG safety passport during the employee's employment such training is to be undertaken prior to the expiry of their current CCNSG safety passport.

Refresher training will be made available to employees whose CCNSG safety passport would expire within one month of their termination of employment on the Project, and all training providers will be considered with a full list available from the ECITB.

Where employees are in possession of plant licenses, including but not limited to fork trucks, MEWPs etc., and have utilised that license at any time to progress the employers' work, the employer will ensure that the employee is in possession of a valid license on



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leaving the project. Should an employees' license be due to expire during their employment on the Project, or, within one month of their termination of employment on the Project the employer will make the necessary arrangements for renewal.

14 Grievance and Disciplinary Procedures

Current employment legislation requires employers to have written procedures with which to address grievances and disciplinary issues. Each appointed Contractor and Subcontractors will ensure that it is has in place formal written Grievance and Disciplinary Procedures that are consistent with the requirements of NAECI 14 and 15 as well as Appendix E and Appendix F. These must be explained fully, to potential employees, during the formal employment offer process. The employers' project induction shall also contain reference to these procedures.

Discipline is primarily a matter for the employer and employee to manage. However, there must be a consistency of standards on disciplinary matters arising on the site. Certain breaches of site discipline will lead to immediate exclusion from site and may also result in disciplinary action being taken by the employer. Examples of such breaches of Life Saving

Rules are:

- Any intentional act or reckless behaviours identified through the just and fair culture process.
- Smoking except in the designated shelters before clocking in for work, or at tea and meal break times.
- Breaches of the working at a height procedure defined in the project Health, Safety and Environmental plan.
- Ignoring any permit to work system.
- Interfering with any safety lock system.
- Failing a drug or alcohol test.
- Failure to wear designated safety equipment.
- Circumventing site security requirements.
- Wilful damage to welfare facilities
- Use of mobile phones, cameras, car ignition fobs and other personal portable electronic appliances and any potential source of ignition.
- Poor behaviour which could endanger safety or bring the site, the employer, or the workforce into disrepute.

This list is not intended to be an exhaustive list and employees must remain vigilant and aware that any breach of safety rules and procedures can endanger themselves and other workers. Such breaches may also lead to exclusion from site and disciplinary action by the employer.



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Within the Health, Safety and Environmental plan there are detailed requirements relating to safety requirements which employees will be informed at the site induction. Breaches of these requirements may also result in exclusion from site.

Should an issue pursued through the grievance procedure fail to be resolved at either the domestic stage or a site meeting (stage 2), and in view of the challenges in forming a quorate panel to hear a stage 3, the project is agreed that Stage 3 of the procedure will not be used. As such, any further progression of a failure to agree at Stage 2 will be directly to Stage 4 of the Procedure. In all instances the NJC Regional Operations Manager must be notified of any intended Stage 2 meeting.

At any point of the Procedural Route the parties agree to fully consider using NJC facilitation, with a view to resolution, before progressing to the next Stage of Procedure.

15 Incentive Bonus Arrangements (IBA)

A project scheme for all in scope labour has been agreed and will operate in accordance with the NAECI 19.3 and NAECI Appendix A8 c (iv), a payment of £2.37 per hour is the maximum potential earnings in this category.

All contractors, sub-contractors, and sub-sub-contractors, who will operate under the NAECI, will participate in the Incentive Bonus Arrangements, and shall comply with the principles of the NAECI above.

A detailed breakdown is in Attachment 2.

16 Recruitment

When recruiting or when deploying existing employees, the employer will select the most suitable, qualified, and experienced individuals for the work activities required.

Wood plc recognises the importance of the Project to the local communities and require that, wherever possible, due regard is given by the appointed contractors and subcontractors to the recruitment of local labour who are suitably qualified and with Engineering Construction Industry experience. Local labour will be defined as those who are not in receipt of accommodation allowance.

Any recruitment of non-UK labour will be carried out strictly in accordance with the NAECI Appendix G 1, 2, 3, 4, 5, 6, 7, 8. Specifically Appendix G 3 will be maintained.

The use of fixed term contracts will be in line with NJC Guidance Note (17)01, ensuring no less favourable terms than NAECI. Effectively, a fixed term employee will be treated as a non-fixed term member of the workforce but with a contract having an end date.



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17 Site Security

Site Security Staff are authorised to:

- Check the contents of any package, suitcase, bag or similar being carried during access/egress of individuals, vehicles or whilst being carried on the construction site or in the welfare areas.
- Check vehicles both entering and leaving site.
- Refuse access to any individual without an appropriate pass, without notification of expected arrival or any other unauthorised person(s).
- Refuse access to any individual(s) who is or appears to be impaired by alcohol and/or drugs.
- Any vehicles on site must display access permit

In the event that access is refused to any individual for any reason, they will contact their Employer in the first instance who will conduct an interview to determine the next course of action.

- A standard swipe card system will be used for access to the plant. The Project swipe card turn- styles will be located at a suitable location between the welfare and construction area.
- CCTV will be operational throughout the project timeline. All data collected via this media will be subject to the provisions of the Data Protection Act 1998.

18 Redundancies

- All redundancies will conform to the current Employment Legislation and to NAECI 16.
- Selection will focus on the necessary skills and suitability required to complete the works.
- Statutory redundancy payments and Contractual Severance payments will be as defined by the current Employment Legislation and the NAECI 16.5.
- Other entitlements such as Travel time and expenses and in lieu holiday payments will be as the NAECI16.6.
- On termination by reason of redundancy Additional Public Holiday Payment will be paid in accordance with NAECI 10.11.1 (b), should a Public Holiday fall within 2 weeks of termination.



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19 Death Benefits

The parties to this SPA understand that the death of a site employee and colleague can be distressing and even more so when the death is a result of a fatal accident. Nonetheless employees are required to adhere with the procedures of the NAECI 12 and Appendix A 7.

Particular attention is drawn to the Appendix A7 (a) where an additional £35,000 has been made available bringing the total death benefit by any cause to £70,000 pounds. This additional payment is conditional on there being no sympathy stoppages on any NAECI site. In the event that a death is the result of a fatal accident on site or the travelling to and from site a further £40,000 would be payable. Dependents would in this event receive £110,000

20 Public Holidays

The following days will be observed as the contractual paid public holidays in 2022,

03 January, Monday
 News Years Day (Substitute Day)

15 April, Friday Good Friday
 18 April, Monday Easter Monday
 02 May, Monday Early Bank Holiday
 02 June, Thursday Spring Bank Holiday
 03 June, Friday Platinum Jubilee

29 August, Monday
 Summer Bank Holiday

• 26 December, Monday Boxing Day

• 27 December, Tuesday Christmas Day (Substitute Day)



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Attachment 1 – Signatories

Signatories to the Wood plc Teesside Improvement Project (TIP)

Supplementary Project Agreement Signed on behalf of the Parties



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Attachment 2 – IBA Arrangements

Scope

All contractors and sub-contractors in scope to the NAECI will participate in this Incentive Bonus Arrangement and will be required to comply with the basic principles set out in NAECI 19.

KPIs shall be valued as stated but the total will not exceed £2.37 per hour.

Incentivised payment

Payment/Deductions will be based upon the individual's performance, the performance of the contractor group and the performance of the project as a whole.

- Individual Attendance payment of £0.77 per clocked hour subject to there being no, unauthorised absence or incidence of leaving work early without written permission during the week and where its agreed overtime is to be worked either daily or over the weekends. Paid monthly in arrears.
 - NB. Unauthorised absence includes leaving site without permission, failing to call in and inform employer of absence and uncertified sickness.
- Providing there has been no failure in compliance with site EHS requirements, inclusive
 of PPE requirements, as per Section 9 of the SPA This element will be valued at £0.80
 per clocked hour. Paid monthly in arrears.
- £0.80 per hour worked will be paid following compliance to NAECI 7.3 shift working and NAECI 7.4 overtime. Any Deduction made to comply with the NJC Guidance note (10) 01.

Collective Automatic Forfeiture

Should any employee engage in unlawful or unprocedural industrial action, all the employees of that contractor will forfeit the full IBA for the either two weeks or four weeks of that IBA period as per NAECI 19.3(e).

Payment

In order to allow for payroll activities, any incentive bonus payments will be made the second week following the authorisation date. Payments to individuals shall be pro rata as follows:

- Grades 4, 5 & 6 100%
- Grade 3 (Adult) 80% of Grades 4, 5 & 6
- Grade 2 (Adult) 70% of Grades 4, 5 & 6
- Grade 1 (Adult) 60% of Grades 4, 5 & 6



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Attachment 3 – Drug and Alcohol testing

Drug and Alcohol Policy & Procedure

3510-8710-PR-000-0028 Can be provided upon request



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Attachment 4 – SABIC Life Saving Rules.

A hard copy of the SABIC Life Saving Rules will be issued to all attendees at induction



LIFE SAVING RULES





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Attachment 5 – Acceptance of SPA

Teesside Improvement Project

Acceptance of the Supplementary Project Agreement
(Full name in capitals)
Employed by
(Employers name in capitals)
I confirm that I have received, understood, and I accept the terms and conditions of employment contained within this SPA and those offered to me by my employer. I also confirm that I accept the terms & conditions contained in the NAECI which have been explained to me by my employer. It has also been explained to me that I can gain access to a copy of the NAECI for reference purposes.
Signed
Date
This confirmation will be retained by the employer as a record that the individual named above has completed both the Project Induction process and that of his employer and has agreed to the terms and conditions of the NAECI and the SPA.