



FAIR WORK FIRST STATEMENT

vital energi information for a sustainable future



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Policy statement: As a leading provider of innovative sustainable energy solutions, Vital Energi's mission is to create sustainable, intelligent, and reliable energy solutions, that build healthy and thriving communities to drive a greener future. Guided by this mission, we will support the transition to a net zero future in a sustainable way, creating value for our customers, employees, suppliers, investors, local communities and the environment.

ABOUT US

Vital Energi is a leading provider of innovative sustainable energy solutions, with a mission to create sustainable, intelligent, and reliable energy solutions, supporting the growth of healthy and thriving communities to drive a greener future. Through our Scottish office and the many contracts we deliver across the country, we actively contribute towards Scotland's transition to a Net Zero Nation. Our people play a key role in delivering these outcomes, and to enable them to do so effectively we are committed to advancing the Scottish Government's Fair Work First criteria, both within our own workplace and in our supply chain.

As a responsible employer, Vital adheres to a comprehensive suite of policies and standards which are reviewed at least annually by our Board and signed off by the Group Chair and Chief Executive Officer. Our policies form part of our conditions of contract with Contractors and Sub-Contractors. Acceptance of our policies and standards is a pre-qualification requirement. Key policies that contain reference to provisions relevant to Fair Work First include Modern Slavery, Sustainable Procurement, Supplier Code of Conduct, Social Value, and Equality, Diversity and Inclusion. Our policies can be found in the Policies section of the Vital Energi website, www.vitalenergi.co.uk.

Our specific commitments to Fair Work First criteria are as follows:

Appropriate channels for effective voice

Vital Energi is an equal opportunity employer. We celebrate our inclusive

work environment; encouraging and welcoming individuals of all backgrounds and perspectives to join our Company. At Vital we are committed to having an inclusive and transparent environment where we embrace our differences and know that our diverse team is a strength that drives our success.

We conduct regular staff reviews through appraisals and development plans, driving engagement and aspiration. Staff can also be assigned mentors, and are provided with numerous engagement channels outside of direct line management including MS Teams channels, bulletins, social events, Senior Leadership Team 'open door' policy, workforce ambassadors and Mental Health First Aiders. At our all-company Breakfast Briefings, held at least biannually, staff are updated on the activities of the business, and have the opportunity to ask direct questions of the Board and Leadership Team. In addition, we seek opinions from our team through an annual engagement survey to enhance the team members' experience.

We have a company intranet, iSite, where any team member can raise questions, provide answers, make suggestions, share stories and seek and share support with one another. Staff also nominate each other for Annual Employee Awards and are encouraged to recognise each other's contribution by awarding praise on a regular basis. We have procedures and support mechanisms in place to support team members in the workplace concerning mental health and wellbeing, and all employees have access to an Employee

Assistance Programme, including a confidential 24/7 helpline for work/ personal/ financial matters. We have zero tolerance for bullying and other forms of discrimination/ harassment.

We consult with our people directly to seek views and make extensive use of surveys, workshops and listening sessions. We encourage our leaders to have regular supportive contact with their team members in conversations about wellbeing, performance, development, and learning.

Investment in workforce development

We support learning and development across the Company at individual, team and organisational levels using a range of learning opportunities. We have invested £2 million in building our own Training Academy, a resource for both staff and customers to use. Over and above this, we have spent in excess of £1 million over the last six years training our workforce, which includes establishing our very own Emerging Leaders programme in partnership with the ILM. We directly address the skills gap in our industry through various schemes including our industry accredited Apprenticeship programme, offering four disciplines to suit the differing needs (Craft, Technical, Business and Marketing), as well as our 2-year Graduate Trainee Programme. In addition to these, we actively engage in the development of Scotland's young workforce through our investment in the Young Persons Guarantee Programme in partnership with 'Developing the Young Workforce'. We also expect line managers and team members to proactively engage in career performance review and



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development planning conversations regularly and through our formal processes. We provide training for leaders to improve the support they give to our diverse and talented workforce; empowering them to recognise the full potential of our employees. Our learning approach provides a wide range of formal and informal learning resources, face-to-face and online, to enhance skills, encourage cross-disciplinary knowledge exchange, and build capability across the organisation. We require all our people to fulfil essential training, including on equality and diversity.

No inappropriate use of zero hours contracts

We do not employ staff on zero-hour contracts or use umbrella companies. We ensure all employees have working hours agreed in their contracts and we monitor working hours and rest breaks weekly through timesheets/ internal systems. Our Modern Slavery Policy, Sustainable Procurement Policy and Supplier Code of Conduct set out the standards we uphold and that we expect our suppliers to uphold in relation to treating the workforce with dignity and respect and in accordance with the UN Universal Declaration of Human Rights.

Action to tackle the gender pay gap and create a more diverse and inclusive workplace

Working across the United Kingdom, we come from a wide range of backgrounds and deliver our projects within a diverse range of communities. We are an equal opportunities employer and actively support Human Rights and all statutory requirements. Our ethos is to respect and value people's differences, to help everyone achieve more at work and in their personal lives, so that they feel proud of the part they play in our success. We have a structured and balanced recruitment process that includes consideration of multiple dimensions such as gender, age, lived experience, education, qualifications and religion.

Fostering a culture of creative and diverse thinking is crucial to our business success. We embed and communicate our Equality, Diversity and Inclusion (EDI) Policy from induction throughout employment with regular updates and training at all levels of the business. We measure and monitor employee engagement on EDI through communications, feedback and surveys. We complete an annual gender pay gap survey and publish our results; we have an action plan to close the gap, including active recruitment of more women into senior positions, mentoring and support to see more women promoted within the business, and educational outreach to encourage more women and girls to enter our industry in the first place. Our Grievance Procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of team member concerns or dissatisfaction. We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. Our policy must be strictly adhered to by all our staff. Discrimination, abuse, or harassment will result in disciplinary action being taken, which may include or result in dismissal for serious cases.

Offer flexible and family friendly working practices for all workers from day one of employment

We are a family business, and we have built and continue to create this culture into our policies and practices through a series of family-friendly initiatives that all employees are entitled to. These include: flexible working hours and patterns; Childcare Voucher schemes; the offering of an Employee Assistance programmes to all (including family members); enhanced occupational maternity pay; occupational paternity pay; Parental, Leave,

Adoption Leave, family support, sabbatical leave and compassionate (bereavement) leave.

Payment of the real Living Wage

Vital have a commitment to being a real Living Wage employer, set out in our Living Wage Policy. At the current time, Vital guarantees Real Living Wage rates to all directly employed members of staff. Our apprentices are not required to receive the Real Living Wage; however we pay each of them significantly higher than the National Minimum Wage and ensure pay rises over the course of the apprenticeship are well above inflation.

Oppose the use of fire and rehire practices

We do not employ the use of fire and rehire practices, and work to avoid such an approach in any circumstance. Vital Energi is a people-orientated company with a long-term business strategy which is clear, carefully planned and regularly monitored. Our recruitment and people strategy is aligned with this and processes are fair and reasonable. If changes are required, we ensure that they are equitable and clearly explained, both to those directly affected and across the business. Recruitment and retention of talented people is crucial to our long-term business success.

Continual Improvement

This Fair Work First statement remains under review and open to further improvement in consultation with our people and wider stakeholders. We will monitor our progress as part of our ESG Strategy and will publicly report our findings at least annually. This Statement has been reviewed by, and is approved by, the Vital Group Board. A copy will be made available on our website for interested parties to view it openly as appropriate.

Gary Fielding

Chairman

Date: January 2024

Ian Whitelock

CEO

Date: January 2024