

# Return to Work / Fit for Work Policy Statement

It is the policy of the company that we will commit to helping our employees / operatives return to work following absence / illness.

**You, as an employee / operative, can expect that we as a company will:**

- Work with trade union representatives, any other associated bodies (ie: Network Rail / TFL) and other employee representatives on developing and reviewing the operation of the return to work policy when appropriate, and this will be reviewed on an annual basis in line with our management review procedure.
- Make any reasonable adjustments to retain an employee who has become disabled or whose disability has worsened so they are not put at a substantial disadvantage in their job / role.
- Support returns to work, e.g., in the form of adjustments to the workplace or changes to systems or hours of work wherever possible and redeployment where this is necessary.
- Agree return to work plans if appropriate and required with any individual affected.
- Ensure that employees / operatives that have suffered ill health, injury or disability will be treated fairly, equally and consistently.
- Agree your arrangements for recording sickness absence, as appropriate during induction stage.
- Accommodate the provision of leave and time off to help return to work or to attend medical appointments when required as far as is reasonably practicable.
- Adhere to procedures for keeping in contact with staff on sick leave and what is expected from the employee / operative.
- Make arrangements for return to work interviews and complete a QPF 32 “Fit for Work” form
- Explain at induction stage and whenever else required how the policy links in with other key company policies, training / recruitment and equal opportunities.

The responsibility for the implementation of this policy lies with the Managing Director. The Managing Director shall review this policy annually or following significant changes.



Brusik Korkmaz  
 Managing Director  
 Hercules Site Services Ltd

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