

KeTech Fatigue Management Policy Statement

This Fatigue Management Policy Statement is applicable to all KeTech employees engaged in activities that involve work on or near the railway infrastructure.

KeTech will ensure that the requirements of this policy are fully communicated to all sponsored employees along with any additional Client and Infrastructure Manager requirements.

KeTech's working week is 37.5 hours/week, worked between 08:00 and 17:00 Monday to Friday. In normal circumstances all rail site attendance/work is conducted during the working week. This pattern of work allows a 15hr rest period between shifts and 48hr rest period in each period of 7 days. Employees are expected to take a maximum of 60 minutes lunch break in each 7.5hr working day.

In the event that site duties cannot be completed during the normal working week, KeTech expects all Project Managers, Engineers and Technicians to comply with LU and NR working time directives at all times when developing project plans and scheduling site working. Namely, every individual must have:

- 12 hours uninterrupted rest between shifts
- A minimum of 24hrs rest break in each 7 day period and 48hrs rest break in each 14 days period
- Daily breaks of 20 minutes if working in excess of 6hrs

The following must be taken into account when calculating working hours:

- Normal working hours
- Training hours
- Job related travelling (excluding travelling to work base)
- Paid and unpaid overtime
- On call hours spent sleeping in workplace
- On call hours when actually working

KeTech shall ensure that all works are planned appropriately to eliminate the risk of any of the above requirements being breached or exceeded.

Any breaches of this Fatigue Management Policy Statement will be investigated promptly with sufficient resources to ensure that they are dealt with adequately.

This Fatigue Management Policy Statement will be reviewed annually as part of KeTech's Management System Review process and may be amended as a result of these reviews.

Approval

Chief Executive Officer
Denise Lawrenson

Signature: *Denise Lawrenson*

Date Approved: 19th Nov '21