

NNB GENERATION COMPANY (HPC) LTD

CONTRACT BASELINE DOCUMENT

HPC SITE OPERATIONS SECTOR AGREEMENT (SOA) 2025

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APPROVAL: HPC SITE OPERATIONS SECTOR AGREEMENT 2025

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15	P1 – For Implementation	Increase Holiday Entitlement from 22 to 23 Days effective from 2025 Sympathy Stoppage Increase to Employer and Client Contributions from 1 st March 2025	DC	04/02/2025
16	P1 – For Implementation	2025 CIJCWRA revision to travel and sick pay payments, effective 30 th June 2025. Clarification Document 21 – Bereavement Leave Entitlement		

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1 INTRODUCTION

1. This agreement (the agreement or the SOA) is made between:

NNB Generation Company (HPC) Limited (the Client);

the Tier 1 Contractors;¹ and

the Trade Unions (GMB and Unite - the Unions).
2. The Unions are the only Unions recognised on the Hinkley Point C construction site (HPC) by the Client and the Tier 1 Contractors in respect of site operations work².
3. This agreement will come into effect on the mobilisation date of the main civil engineering contractor.
4. This agreement will apply to every tier of contractor engaged on the project and their workforces: each Tier 1 Contractor is responsible for ensuring that their sub-contractors meet this requirement.
5. This agreement, although not legally enforceable in itself, has been entered into freely by the parties, who are all fully committed to its contents and aims. The parties intend it to be binding in honour and they undertake to ensure that their respective members and officials honour all its provisions. Further, the Client will ensure that appropriate language is included in its construction agreements with each of the Tier 1 Contractors to give full effect to its provisions.
6. The parties accept that this agreement has been made to cover the entire HPC construction period and that there will be no further economic claims during this period

¹ The Tier 1 contractors include: G4S, SPS, Somerset Larder; HOST, COMA, SIA, Wincanton, Biffa, Red One and Wilson James.

² The Unions have agreed that: the GMB has sole recognition in respect of security operatives and supervisors; Unite has sole recognition in respect of cleaning and transport operatives and supervisors; and both unions will be recognised in respect of catering operatives and supervisors, on the basis that they will work collaboratively in the interests of the workforce and of the HPC project.

2 PREAMBLE

7. The Client's nuclear new build programme is the most significant UK infrastructure investment in decades. To facilitate the success of its investment, the Client wishes to construct this programme around "best practice working arrangements" and a genuine approach of "respect for people" at all levels.
8. The intention of all our project collective agreements is to remove excuses for failure and to provide a framework of employment provision which promotes positive team working by all people involved within an interesting and fulfilling working environment. They also provide for social partnership and close working relationships between the parties.
9. Enshrined within our project collective agreements is the concept of a Social Covenant to provide the basic ethos of our project and a "benchmark" for working relationships and project industrial relations.

3 SOCIAL COVENANT

10. The Social Covenant is reproduced here to underline its importance in our project.
11. Our ambitions are: to deliver the safest, most competitive, productive and sustainable project in the UK; to provide among the most desirable places to work and; to deliver major socio-economic benefits to the local and wider UK communities. Given the scale, duration and legacy of our proposed Nuclear New Build Programme, it provides a great opportunity to achieve a step-change in the capability of the UK engineering and construction sectors. It is our collective desire for the HPC project to be the launch pad and an exemplar for future nuclear new build projects in the UK.
12. We see a close social partnership between the Client, contractors and the Unions as a fundamental pre-requisite for the success of Hinkley Point C and have developed this balanced "Social Covenant" to help ensure that everyone involved understands their contribution to the project and what they can expect in return.
13. Our guiding principles, as outlined in the Social Covenant, are as follows.
 - a. The highest obtainable health, safety and welfare performance at the site, including the provision of an occupational healthcare scheme.
 - b. Respect for individuals of all identities and cultures.
 - c. A strong nuclear safety culture.
 - d. Safely meeting or beating the project schedule.
 - e. Effectively engaging with the workforce.
 - f. Maximising employment opportunities for people from the regional and UK population.
 - g. A project legacy of skills and capability, both locally and nationally.
 - h. Innovative and effective skills training and grade structures to maximise career progression opportunities.
 - i. 'Best in Class' employment terms and conditions.

- j. 'Best in Class' welfare and site facilities.
- k. An environmentally sensitive way of working.
- l. Quality, efficient and productive performance which delivers 'Right First Time, Every Time'.
- m. Direct employment.³
- n. Clear, fair and consistent site rules of conduct, and grievance and disciplinary procedures.
- o. Structured social partnership to support a constructive working environment and high levels of Union membership.
- p. Long term employment and job security.
- q. Continuous improvement and flexibility in response to project requirements.

4 TERMS AND CONDITIONS OF EMPLOYMENT

14. The scope of workers covered by this agreement is the site operations workforce engaged wholly in support of the HPC project at the following locations: HPC site; the "Park & Ride" centres at M5 J23, M5 J24, M5 J25, Williton and Cannington; the induction centres; the local accommodation campus sites; and Combswich. The scope of site operations work includes cleaning, catering, transport and security. Other building and site services workers may come within the scope of other HPC sector agreements⁴. Any clarification required regarding the relative scope of Hinkley Point C sector agreements will be provided by the Employment Affairs Unit (EAU)⁵.
15. All workers within the scope of this Agreement will be directly employed by a Tier 1 Contractor or sub-contractor under a contract of employment. The contract of employment will incorporate the terms and conditions set out in this Agreement. Any new labour supply sub-contractors must be approved by the Site Joint Council before mobilising any employees on site. No payroll companies, or any other organisations with an equivalent purpose, are to be used at HPC.
16. Employment on the site is conditional on the individual: successfully passing through the appropriate stages of the HPC on-boarding and induction process under the Employment Affairs Unit (EAU); and signing a written statement of employment particulars to confirm their acceptance of the terms of their contract of employment, including the requirement to comply with site procedures. Contracts of employment must be consistent with the Social Covenant, ensuring that the reciprocal rights and obligations of employer and employee are balanced and reasonable.
17. The parties recognise that some employees within site operations may have flexible working arrangements; for example, part-time working, job sharing and temporary contracts. All HPC employment contracts will include specified hours of work: it will not be permissible to establish such employment contracts on a zero-hours basis. As in

³ "Direct employment" means employed by the appropriate employer under a contract of employment, with the associated income tax and class 1 NI status.

⁴ This includes the Civil Engineering Sector Agreement (CESA) and the Engineering Construction Sector Agreement (ECSA).

⁵ Refer to Clarification Document No. 2, which can be found in the Common Framework Agreement

other sector agreements, employment contracts will incorporate the terms and conditions set out in this Agreement.

18. To provide temporary cover when additional resources are required to maintain site operations services (e.g. in cases of sickness absence or maternity/ paternity leave), the EAU Employment Service may also maintain a register of individuals who would be interested in temporary work opportunities for HPC where it can be organised around their other activities (e.g. childcare responsibilities). The register may be a useful way to provide cover without using employment agencies. However, there would be no obligation on HPC to offer work and there would be no obligation on the individual to accept it if it was offered. Where work is offered and accepted in this context, it will be under a temporary contract of employment incorporating the terms and conditions of this Agreement.
19. The Client and its contractors are committed to a fair and transparent recruitment policy. All parties to this agreement will actively ensure that the engagement of labour is based on the individual's ability to meet the needs of the project and the specific task for which they are recruited. Contractors are expected to be thorough and rigorous in making selection decisions (e.g. by holding competence-based interviews). Contractors should provide unsuccessful candidates with the reasons for their non-selection. All parties agree that it is unlawful and unacceptable for any party to use or make any reference to any form of blacklist.
20. Prior to working on site, all workers will be required to complete the security clearance and project induction processes and to have the required safety (and, where appropriate, supervisory baseline) qualifications. Attendance at induction will be paid at the normal hourly rate. At the completion of induction, workers will receive the appropriate PPE equipment from their employer and will receive further PPE equipment as is required.
21. The contractors' managers and supervisors must meet the minimum requirements of the site operations supervisory standard set by the Client before being set to work.
22. It is the intention of all parties that workers will be: managed in a fair and socially-just manner; treated with the dignity and respect; and provided with the highest possible level of reward. In return, workers will be expected to positively contribute to the project's success by: respecting managers, supervisors and project facilities; and working in accordance with the project ethos of high standards of safety (zero-harm), quality and productivity.

5 JOB STRUCTURE

23. The site operations agreement covers two grades of staff: site operations workers (including security guards, drivers, cleaners and caterers); and site operations first-line supervisors. The competence and qualification requirements for individual roles will be specified by the Tier 1 Contractor, subject to meeting the standards required by the Client.

6 REWARD

Base Pay

24. Ranges of hourly rates of base pay with effect from 6 January 2025 will be as follows and will be reviewed on an annual basis thereafter using the mechanism specified in clauses 34 and 35 below. The base pay for an individual will be set within the range by the employer, based on: the skills and experience of the individual; and conditions in the local labour market. All parties expect the full base pay range to be applied within the site operations workforce as a whole. The EAU and the Unions are required to ensure that pay relationships between different site operations roles are appropriate.

Grade	Base pay per hour
Site Operations worker	£12.60 to £17.07
Site Operations first-line supervisor	£ 15.53- £23.28

25. For shift workers, the level of base pay will be set at a level within the range to reflect shift working requirements: there will be no separate shift allowance.

26. HPC project policy is to meet the requirements of the Living Wage, as set by the Living Wage Foundation. This was set at £12.60 per hour outside of London and will apply at HPC with effect from 6 January 2025. The Living Wage does not apply to traditional apprentices.

7 OVERTIME

27. The contractor may require overtime to be worked and the worker may not unreasonably⁶ refuse to work overtime. Overtime will be paid at the worker's normal hourly rate of pay under Clause 24, except on Bank Holidays when overtime will be paid at double time.

⁶ The criteria used to judge reasonableness in this context will include: the length of notice and the frequency of requests to work overtime; and the working hours implied by such requests.

8 UNSOCIAL HOURS PREMIUMS⁷

28. The contractor may require workers to work unsocial hours; i.e. after 20:00 hours and before 08:00 hours, or on a Saturday or Sunday. This may vary by agreement between Contractor and relevant Trade Union. Unsocial hours will attract a premium equivalent to 10% of base pay. Unsocial hours premiums will not apply to shift workers. Contractors will conduct themselves reasonably in managing the requirement to work unsocial hours (e.g. by providing as much notice as possible).

9 PENSIONS

29. Each worker will participate in a pension programme as a requirement under their contract of employment for the duration of their assignment on the Hinkley Point C project⁸. They will be enrolled into the defined contribution B&CE People's Pension Plan, or another employer-sponsored defined contribution pension scheme, subject to EAU assurance of any such alternative scheme. The JPB will receive regular reports on pension programmes at HPC, including outcomes from the EAU assurance process.
30. The minimum contributions under this pension arrangement will be 5% of base pay from the employer and 5% of base pay from the worker, in both cases in respect of the 39 hour basic working week (or pro-rata for those working less than 39 hours in the week).
31. Additional voluntary contributions above the minimum contributions specified above may be made by the worker without matching employer contributions, subject to HMRC regulations.
32. Subject to HMRC regulations and where practicable, the Tier 1 Contractor will operate a salary sacrifice scheme in respect of employee pension contributions enabling the worker to save on National Insurance contributions.
33. This agreement is not intended to worsen a worker's employer-provided pension arrangement. If an individual believes that they have a more favourable pension arrangement, they may (subject to employer consent) elect to continue with this arrangement while engaged on the Hinkley Point C construction project, instead of taking up the pensions offering in this agreement.

⁷ Refer to Clarification Document 22 for premium payments associated with Project Reset effective from 1st August 2025.

⁸ Contributions should be made into the pension scheme for all employees regardless of age from the commencement of employment on the HPC Project

10 PAY REVIEW MECHANISM

34. Base pay will be reviewed annually and increased by RPI, subject to the minimum rate in the site operations worker pay range being the Living Wage, as set out under Clause 24. Revised rates will take effect from the first Monday of January.
35. The RPI figures used to calculate these increases will be the average of the monthly-published annualised percentage increases for the 12-month period up to and including the October immediately preceding the review date.

11 BUS ALLOWANCE

36. Bus allowance will be payable to workers based on the HPC site who travel to and from the site and the appropriate park and ride facility on project buses. This allowance follows the taxable daily travel allowance for travelling on project buses payable under the CESA⁹; i.e. any changes to taxable daily travel allowances under the CESA automatically apply under the SOA. Bus allowance rates are set out in Appendix 1.



⁹ Refer to Clarification Document No.14 which can be found in the Common Framework Agreement

12 WELFARE BENEFITS

37. Sick pay and benefit schemes are summarised in Appendix 2.

13 WORKING HOURS

38. The basic working week is 39 hours.

39. Work patterns will be determined in accordance with Clause 43 of the Common Framework Agreement.

40. It is a condition of employment that workers work the hours specified by the employer for their work area.

14 REST BREAKS

41. The employer will allow site operations workers reasonable rest and meal breaks consistent with both the HPC policy on working time and the requirements of the services that they provide to support the HPC project.

15 HOLIDAYS

42. The holiday entitlement¹⁰ of each worker is 23 days plus public/bank holidays. Where an individual's work pattern requires them to work on a public holiday, they will be entitled to an additional day's holiday in compensation.

43. All holiday pay will be calculated and paid on the basis of average base pay and overtime pay over a reference period of the previous 52 weeks. Legitimate time off, including sickness absence, will be neutral in such calculations.¹¹

16 NO DETRIMENT¹²

44. Workers with contracts of employment which are overall more favourable than the terms of this agreement may elect to retain the terms of these contracts of employment instead of taking up the terms of this agreement while engaged on HPC, subject to prior agreement of the EAU and Site Joint Council of these overall more favourable contract terms. In these circumstances, the workers in question will remain part of the collective

¹⁰ For variations to standard 5 day working patterns refer to Clarification Document No. 6 which can be found in the Common Framework Agreement. Holiday entitlement increased to 23 days effective 1st January 2025.

¹¹ As an example, a worker has an hourly rate of pay of £10. For the past 52 weeks they have worked for 45 hours on average, except for one week when the worker was absent due to sickness. Without holding the sickness absence week neutral in the calculation, the worker's weekly holiday pay would be £441.37 (i.e. (£10x45x51)/52). By applying the provisions of Clause 43, their weekly holiday pay is £450 (i.e. (£10x45x52)/52).

¹² The parties envisage that this clause will apply on a limited basis. It must not be used to undermine the HPC Agreements. Individual cases where "no detriment" is applied are expected to be exceptional.

bargaining unit covered by this agreement and in all other respects, the Common Framework Agreement and the Site Operations Agreement will apply to them¹³.

17 SKILLS DEVELOPMENT

45. All parties will positively contribute to the success of the project's innovative training and skills development programme.
46. The Client has a clear aspiration and responsibility to bring significant socio-economic benefit to both the regional and general UK population and to this end will agree with the Primary Contractors and the Unions meaningful and significant numbers of both trainees for employment within the project workforce.
47. The Unions will, via their training, educational and skills departments, be offered the fullest possible involvement within the agreed structured training and career development programme.
48. Such a programme is designed to provide: a much-needed opportunity for UK local and regional people to join the project workforce; a new productive and successful approach to major UK construction projects; and a lasting legacy of employment.
49. All parties are required to co-operate with and participate positively in the project training and skills development programmes. The Unions will uphold the requirement for experienced workers to take responsibility for trainees assigned to them (e.g. to act as mentors). All parties will co-operate with the local training establishments (e.g. at Bridgwater College) to ensure that training courses are tailored to the needs of the project.
50. All parties are committed to giving people in the local community every opportunity to work on HPC in all capacities and disciplines.

18 LOCAL AGREEMENTS¹⁴

51. The parties recognise that workers in scope of the SOA have a wide variety of employment customs and practices. Local agreements designed to adapt the generic provisions of the Agreement to the specific circumstances of individual contractors are acceptable, provided that any local discussions held with a view to reaching such an agreement are pre-authorised and that any agreed outcomes are endorsed. Pre-authorisation and endorsement entails: the approval of the Construction Delivery Director and the appropriate Full Time Trade Union Officer(s); and formal permission by the Client, provided under the relevant Tier 1 contract provisions, for the contractor to

¹³ This clause does not in any way diminish the parties' joint commitment to providing employment and skills opportunities within the local region and the wider UK, in accordance with the Client's planning consent obligations. It does not imply any intention to recruit non-UK labour on terms and conditions that are inferior to those set out in this agreement.

¹⁴ This Clause is applicable to proposed variations to the SOA: it does not apply to the determination of base pay rates within the ranges set out in Clause 24.

proceed. In the absence of such pre-authorisation, endorsement and permission, any local agreement is null and void.

19 KEY POINTS FROM THE COMMON FRAMEWORK AGREEMENT

52. A redundancy payments scheme will operate as follows, subject to minimum redundancy payments equal to those derived from the statutory redundancy payments scheme.¹⁵

Months' continuous service (statutory definition)	Weeks' pay (statutory definition)
Up to 6	1
Between 6 and 12	2
Between 12 and 24	4
Over 24	6

53. If redundancies are contemplated by a contractor, they will, as soon as possible, notify the EAU and the Unions and commence consultation in line with statutory requirements. Establishing arrangements for collective consultation does not negate the obligation (legal and moral) on the contractor to undertake consultation with the individuals potentially affected. The first priority will be to maintain employment of the potentially affected individuals; for example, by using the re-brokering facility within the site employment brokerage. If redundancies are unavoidable, redundancy handling and selection will give priority to: supporting the individuals concerned; and to maintaining a balanced and productive workforce composed of employees whom management has assessed to have the skills and experience most needed to deliver the project productive pathway programme. Redundancy selection criteria and their application must be fair, reasonable and transparent. All individuals selected for redundancy after the initial consultation must have access to a fair appeals procedure.
54. The grievance, disputes and performance support procedures must be readily understood by the workforce, readily accessible to them and must be speedy and robust in dealing with and resolving issues of concern.
55. The need for successful completion of this key project is recognised and understood by the Unions and to this end it is agreed that no industrial action whatsoever will be countenanced until all stages of the collective differences procedure have been exhausted. The Common Framework Agreement provides a JPB final stage for any differences referred to it.

¹⁵ The statutory definitions of continuous service and a week's pay are set out in the Employment Rights Act 1996. Refer to Redundancy Ready Reckoner in Appendix 3

56. The Employment Affairs Unit (EAU) led by the Client will provide a “project compliance” structure to ensure that:

- collective agreements are properly applied by all Primary Contractors and subcontractors;
- effective and harmonious working arrangements are established and maintained; and
- disputes are avoided.

The Unions will have a close working relationship with the EAU. The EAU, acting on behalf of the JPB, will also oversee the operation of the grievance, disciplinary and performance support procedures, in full consultation with the contractors and Unions.

57. A project communications protocol will be developed to ensure well-managed workforce communications from the project joint bodies.

58. The Unions at national level will join with the designated Client and Primary Contractor senior management representatives at the Joint Project Board - the Top Table Forum – as required under the JPB constitution. This body will provide oversight of the application of collective agreements on site and of the site industrial relations governance structure.

59. Each recognised Union will designate a FTO for the project and will provide the appropriate EAU representative with their name, credentials and contact details. Union FTOs wanting to visit the site will contact the appropriate EAU representative in advance to make appropriate arrangements.

60. The Unions will be granted all appropriate facilities required to represent and communicate with their members on the project. The Client and Primary Contractors will supply to the Unions appropriate facilities so as to allow them to carry out their project-wide functions and responsibilities, as specified in the Facilities Agreement.

61. Union membership will be encouraged and all appropriate facilities as required in accordance with the ACAS Code of Practice will be provided by all contractors / suppliers. This will include a Union input to the induction process and the provision of check-off arrangements for members upon completion of the appropriate documentation. The Client, in close consultation with all contractors and the Unions, intends that every reasonable and practical measure will be taken to ensure the highest possible level of Union membership.

62. Shop stewards and safety representatives will be accredited to the individual contractor/supplier by the appropriate Union official designated with responsibility for the project and all appropriate facilities and co-operation will be provided to these representatives in accordance with the ACAS Code of Practice. Only those accredited shop stewards and safety representatives will be recognised and afforded facilities.

63. The site industrial relations machinery provides a structure of communications and consultation between the Client, all contractor/suppliers and union representatives.

APPENDIX 1: BUS ALLOWANCE

Bus allowance is payable daily to eligible workers. The relevant allowance rate per day is the one-way distance between the appropriate park and ride facility and the HPC site, as set out in the following table.¹⁶

HARMONISED BUS ALLOWANCES 2025 (between Park & Ride Centres and Site)			
effective from 6 January 2025			
Miles		(£ per day on site)	
Over	Not over		
2	8	£0.00	
8	11	£2.33	
11	14	£4.65	
14	17	£7.54	
17	20	£9.87	
20	25	£24.08	
25	30	£27.26	
30	35	£30.46	
Over 35		£33.28	

With effect from 7 January 2019, the CESA bus allowance was harmonised with ECSA bus allowance: in all other respects, travel allowances will continue to apply on the basis of CESA arrangements.

¹⁶ The distances used for determining the payment applicable are contained within Clarification Document 14, which can be found in the Common Framework Agreement.

APPENDIX 2: SICK PAY AND WELFARE SCHEMES

- Employers are required to provide welfare benefits to the standard set out in the table below.¹⁷

Industry Sick Pay - payable in addition to SSP (excluding first 7 days and payable for a maximum of 26 weeks in total) ¹⁸	Benefit £168.59 per week wef 30 June 2025 ¹⁹
Death Benefit	
Death in Service Benefit	£35,000 - # # - Cover extends to <u>6 months</u> after termination of employment – provided person is not working
Conditional Death Benefit	£50,000 - #
Accidental Death Benefit	£40,000
Personal Accident / Permanent & total Disability Benefit	
Loss of sight – one eye	£50,000
Loss of sight – two eyes	£100,000
Loss by amputation or permanent loss of use of:	
One limb	£50,000
Two or more limbs	£100,000
Big toe	£1,000
Any other toe	£500
Four fingers or a thumb	£2,000
Index fingers	£1,250
Any other finger	£750
Permanent disablement from resuming any occupation for remuneration or reward	£100,000

¹⁷ For additional welfare benefits that may apply refer to Clarification Document No 18, which can be found in the Common Framework Agreement.

¹⁸ Where a new period of incapacity lasting for eight or more consecutive days commences within eight weeks of a previous period of absence from work this shall be deemed to be a continuation of the previous period for the purposes of calculating waiting days before benefit becomes payable and also for the maximum period for which benefit will be paid

¹⁹ Refer to Sections WR.20 of the CIJC WRA

APPENDIX 3: REDUNDANCY READY RECKONER**HPC Agreement redundancy payments ready reckoner****Notes**1. The statutory maximum of a week's pay for redundancy payment purposes is **£700** with effect from **6 April 2024**

2. Subject to the statutory maximum, a week's pay includes base pay, overtime and any bonuses.

3. Where pay is variable from week to week, an average of the previous 12 weeks' pay is used in the calculation.

4. The HPC Sector Agreements provides for redundancy payments as set out in the table below.

5. The HPC scheme provides more beneficial redundancy payments at the lower end of the service spectrum.

6. Continuous service generally means uninterrupted service with your **current** employer.

Service (years)	≤ 26 weeks	≤ 52 weeks	≤ 2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age (years)																						
18	1	2	4	6	6																	
19	1	2	4	6	6	6																
20	1	2	4	6	6	6	6															
21	1	2	4	6	6	6	6	6														
22	1	2	4	6	6	6	6	6	6													
23	1	2	4	6	6	6	6	6	6	6												
24	1	2	4	6	6	6	6	6	6	6	6											
25	1	2	4	6	6	6	6	6	6	6	6	6 1/2										
26	1	2	4	6	6	6	6	6	6	6	6 1/2	7	7 1/2									
27	1	2	4	6	6	6	6	6	6 1/2	7	7 1/2	8	8 1/2	9	9 1/2							
28	1	2	4	6	6	6	6	6	6 1/2	7	7 1/2	8	8 1/2	9	9 1/2	10	10 1/2					
29	1	2	4	6	6	6	6	6	7	7 1/2	8	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2				
30	1	2	4	6	6	6	6	6	7	8	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2	12	12 1/2			
31	1	2	4	6	6	6	6	6	7	8	9	9 1/2	10	10 1/2	11	11 1/2	12	12 1/2	13	13 1/2		
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34	1	2	4	6	6	6	6	6	7	8	9	10	11	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16
35	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2
36	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	14	14 1/2	15	15 1/2	16	16 1/2	17
37	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	14	15	15 1/2	16	16 1/2	17	17 1/2
38	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	16 1/2	17	17 1/2	18
39	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	17 1/2	18	18 1/2
40	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	18 1/2	19
41	1	2	4	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19 1/2
42	1	2	4	6	6	6	6	6 1/2	7 1/2	8 1/2	9 1/2	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2
43	1	2	4	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	1	2	4	6	6	6	6 1/2	7 1/2	8 1/2	9 1/2	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2
45	1	2	4	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	1	2	4	6	6	6	7 1/2	8 1/2	9 1/2	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2
47	1	2	4	6	6	6	7 1/2	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	1	2	4	6	6	6	7 1/2	9	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2
49	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13	14	15	16	17	18	19	20	21	22	23	24
50	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2
51	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16	17	18	19	20	21	22	23	24	25
52	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2	25 1/2
53	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19	20	21	22	23	24	25	26
54	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2
55	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22	23	24	25	26	27
56	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2
57	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25	26	27	28
58	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	26 1/2	27 1/2	28 1/2
59	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	27	28	29
60	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	27	28 1/2	29 1/2
61	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	27	28 1/2	30

APPENDIX 4: BEREAVEMENT LEAVE

1. Bereavement leave will be granted to workers who suffer the death of a spouse, civil partner, child, parent, parent-in-law or sibling. In these circumstances, workers will be granted up to 5 days' special leave
2. Contractors will use their discretion sympathetically in granting special leave in cases of worker bereavement.
3. Special leave days will be paid for basic working hours that would otherwise have been worked, at basic rate.

APPENDIX 5: GUIDELINES FOR PAYING RESPECT ON THE DEATH OF A FELLOW WORKER²⁰

1. Contractors should be sensitive and supportive where workers wish to mark the death of a fellow worker. Guidelines applying in such circumstances are set out below. However, unauthorised stoppages of work in such circumstances are a breach of this agreement and of the contract of employment. Such actions would justify disciplinary action and the withholding of pay, bonuses and benefits (including widows' and widowers' benefits).
2. Appropriate ways of paying respect on the death of a work colleague are:
 - a two-minute silence, agreed and communicated through the appropriate LJC;
 - attendance of a small number of work colleagues at the funeral, with sympathetic consideration given by the contractor to granting them paid special leave for the purpose under Appendix 4; and/or
 - collection of donations for the dependants of the deceased.
3. In the event of a death on site, contractors will use their discretion sympathetically in granting permission for workers in the immediate vicinity to leave the site for the remainder of the work period without loss of pay and allowances.
4. In the event of the death of a former work colleague (i.e. one who, at the time of their death, was not engaged to work on the site) contractors will use their discretion sympathetically in granting holiday or unpaid leave to a small number of ex-colleagues to attend the funeral.
5. Currently the monies, subject to conditions, that are available to the next of kin are:
 - The 2025 HPC conditional death benefit £50,000 payable in the event of no unauthorised stoppage of work that extends 6 months from termination of employment provided the person is not working;
 - A workforce collection;
 - An employer matched contribution of the workforce collection up to £10,000;
 - A client matched contribution of the workforce collection up to £20,000;

²⁰ For further information regarding Sympathy Stoppages and their qualifying conditions, refer to Clarification Document 16 which can be found in the Common Framework Agreement