



Welcome to UK News 25th March 2020
your weekly update from around CEMEX UK

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BEING THE BEST FOR FAMILIES

COVID-19 Update for UK Employees | 25/03/2020



The Coronavirus pandemic has rapidly developed into a global crisis situation impacting everyone's personal lives and the ways businesses can operate.

Following the Prime Minister's announcement on Monday 23rd March we all face strict changes in our daily lives to combat the virus.

At CEMEX our first priority is the health and safety of everyone in our business, therefore Government advice regarding preventive measures and social distancing have been followed precisely and as they have been announced, and we have communicated this to our employees.

The construction industry and its supply chain, including our business, is a fundamental part of the fabric of society and the economy. By maintaining our operations while following Government guidance protocols, we will serve our customers and to help prevent wide scale economic collapse and be ready to serve society at the end of the crisis.

At Prime Minister's Questions in the House of Commons on Wednesday 25th March, Boris Johnson was asked several questions particularly related to ongoing construction work during the Coronavirus pandemic.

He was very clear that work can continue provided preventative measures are implemented and Government guidelines are followed, stating: "Construction should only take place in a way that is in accordance with Public Health England and industry advice."

The Prime Minister also stated the importance of continuing work where safe to do so to keep the economy running: "What we are not doing, and this is fully in line with the scientific and medical advice...is closing down the whole UK economy."

Therefore, in line with Government advice we will maintain supply of our products and services to operational construction sites wherever it is practical and safe to do so. All staff able to do so are now working from home and this will continue as long as required.



Our sites will remain open whilst demand exists from our customers and unless Government advice changes.

Employees at these sites should continue to follow the guidelines already communicated to ensure sites are operated safely and in line with Government advice, including; washing hands frequently for 20 seconds and using sanitiser gel in between; maintaining distance from other employees; following the self-isolation guidelines if you display any symptoms. For more information, visit:

<https://www.gov.uk/coronavirus>

It may become necessary to adjust our operating plant network according to demand and to available resources, and our regional management teams will update you on this. Our dedicated Rapid Response Team continually monitors the development of the Coronavirus, following daily UK Government advice updates, and will change our practices quickly if necessary.

For all updates from the RRT, best practices ideas and further guidance, please visit the dedicated UK SharePoint:

<https://cemex.sharepoint.com/sites/CoronavirusEU/SitePages/United-Kingdom.aspx>

Well Done On Zero Harm Last Week

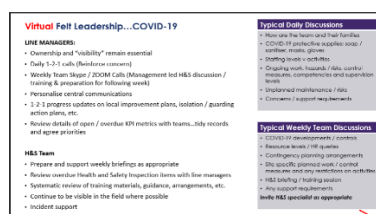


I am pleased to report Zero injuries for employees and contractors week in Europe.

Following the recommendation from local and national authorities, most of our 1,000+ operating sites in the region remain open for business.

To operate safely in this environment we are developing new protocols to reduce contact and interaction with customers, suppliers and among employees, particularly during delivery and pickup activities. We will also be testing Virtual VFLs using digital collaboration tools and personal calls to keep our teams engaged on safety issues while maintaining social distancing.

Virtual Felt Leadership



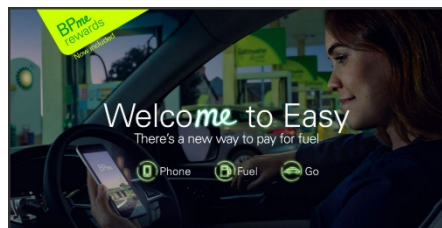
Visible Felt Leadership visits that involve a leader traveling to sites have been suspended during the Coronavirus Pandemic, however, it is vitally important that Managers maintain close contact, support their teams at this challenging time, and continue to lead on health and safety.

With this in mind, the Virtual Felt Leadership Tips, at the bottom of this document (or can be downloaded: <http://cemexuknews.co.uk/downloads>)

have been developed and Managers across the business are encouraged to adopt them.



Fill Up At The Pump Virtually – Nearly!



If you are concerned about social distancing when you are filling up your car at the petrol station, try using the BP app called BPme. It can be used at any BP garage.

You simply download the app, register your fuel card and get an activation code then all your payment can be done via the app at the pump. No need to go to the till!

People will need to email Andrea Ingham (andrea.ingham@cemex.com) to activate their access to BPme.

Changes To Delivery Process



We have made the decision to make some adjustments to our current process of obtaining signatures for deliveries in order to prioritise the health of both our customers and drivers. With immediate effect, drivers will be undertaking the following process:

- We will no longer be using sign on glass technology and will be reverting to a paper solution.

- Drivers will present as normal to site and ask for site personnel for permission to discharge. The driver will request the member of staff's name, input the name onto the ticket and sign on behalf of the customer.
- Once discharge is finished, the driver will again present as normal and sign on behalf of the customer as proof of delivery, a copy will be given to the customer.

These are sensible steps to take in order to minimise contact between individuals and ensure the continued health of both customers and drivers.

Support For Homeschooling



PE with Joe Wicks On YouTube

Week days at 9am but you can visit any time on youtube to view the workout.

Wildlife With with Steve Backshall On Facebook
Every day at 9:30am for answering all your wildlife, biology, conservation, geography and exploration questions.



Science with Maddie Moate on YouTube
Weekdays 11am. Maddie & Greg chat about science and nature!

Dance with Oti Mabuse On Facebook
Every day at 11.30am but children can view the class at any time.



Maths With Carol Vorderman
Free access to the her maths website:
www.themathsfactor.com

Music with Myleene Klass on YouTube
Twice a week. Next one Friday 27 March 10am, but can view any time.



Storytime With David Walliams
Free story everyday at 11am on his website:
www.worldofdavidwalliams.com

There are excellent free resources for those homeschooling their children as part of the Coronavirus pandemic – including Maths with Carol Vorderman and Wildlife with Steve Backshall.

Check out the image for more information.



Address Your Stress....

WEEKLY WELLBEING CHECK-UP
Try using this list each week to check in with your mental health

#ADDRESS YOUR STRESS

Where's my mental health today?
How do I feel today?
Mentally?
Physically?

Looking after my wellbeing
Am I drinking enough water and eating a balanced diet?
How did I sleep last night?
Did I feel rested when I woke up?
Is there anything I can improve?

How's my thinking today?
How are my thoughts making me feel?
Am I having unhelpful thoughts?
Check out getselfhelp.co.uk or moodgym.com.au for free resources on spotting and challenging unhelpful thoughts

My Stress Container
How full is my container?
Am I using helpful coping strategies?
Are they working?
Learn about your stress container here: mhfaengland.org/mhfa-centre/campaigns/mhaw2018

There are simple steps you can take to #AddressYourStress. Check out our resources at mhfaengland.org

If you are feeling the strain of the recent weeks of uncertainty here are some useful tips from Mental Health Foundation England to help keep yourself calmer.

COPING CALENDAR: KEEP CALM, STAY WISE, BE KIND

30 actions to look after ourselves and each other as we face this global crisis together. Please use & share.

1. Make a plan to help you stay calm and stay in control
2. Enter working time. Remember all you do for good
3. Write down your thoughts and feelings about the world and what's going on
4. Stay hydrated and healthy. Eat and drink good food for your body and mind
5. Get some fresh air. Move your body. Move your mind
6. Connect & support. Be kind to yourself and others. Be willing to ask for help
7. Share what you are feeling and be willing to ask for help
8. Stay calm. Take a break. Do something that makes you feel good
9. Get a good night's sleep. No screens, no work, no stress. Just sleep
10. Get good news. No screens, no work, no stress. Just good news
11. Notice the things that are beautiful in the world around you
12. Volunteer. Help others. Help yourself. Help the world
13. Remember. You are not alone. You are not the only one. You are not the only one
14. Play a game that you enjoyed when you were a younger
15. Make some progress on a project that matters to you
16. Remember. You are not alone. You are not the only one. You are not the only one
17. Learn. Something new. Do something new. Be something new
18. Find a fun way to do an exercise. 15 minutes of physical activity
19. Do some good deeds. 15 minutes of kindness
20. Make time for yourself. Do something that makes you feel good
21. Send a letter or message to someone you care about
22. Read a good book. 15 minutes of reading
23. Think about the things you're grateful for and tell them why
24. Try a new recipe. 15 minutes of cooking
25. Take a small step towards a goal
26. Remember. You are not alone. You are not the only one. You are not the only one
27. Connect with nature. Breathe and notice life continuing
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Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances. – Viktor Frankl

ACTION FOR HAPPINESS

Find out more about the 'You vs. Train' campaign, including books, guides, posters and more here: www.actionforhappiness.org

At the end of this document (or can be downloaded: <http://cemexuknews.co.uk/downloads>) there are also some other ideas on supporting your mental health whilst working from home, and a coping calendar for March to help you stay positive. Please share these with colleagues, friends and family to help everyone deal with the current situation.

Trespass Awareness Week



This week is Trespass Awareness Week which is particularly pertinent for railways or quarries. Even with the current social distancing we still need to be vigilant on our sites. As the weather improves it is always good to check your boundaries to be sure they are safe.

The RSSB – the rail safety organisation – are raising awareness of rail safety. In their own words: “The railway tracks are no place for the public to be – they are incredibly dangerous”.

That's why we're asking the rail industry, and other organisations like schools and colleges, to sign up to the You vs. Train campaign and help keep young people safe around the railway.

With over 13,000 incidents every year since its formation in 2018 the Trespass Improvement Programme has run You vs. Train to reduce trespass on the rail network.

The 2020 campaign will begin with “Trespass Awareness Week”, which runs from **Monday 23rd to Friday 27th March**. We know the number of trespass incidents rises in spring, so the campaign has been timed to begin just before the clocks go forward.

Our educational partner, Learn Live, will also be broadcasting safety messages all week and will be asking individuals to encourage schools to sign up and join the broadcasts. As with previous campaigns, the whole rail industry, including the supply chain, will be involved. Together, we want to



spread the message about how dangerous it is to be on the tracks, and to ensure everyone stays safe. We want to reach young people and their circles of friends, family, carers and other key influencers.

Please support the campaign fully by spreading the message across your organisation and commit to posting your pledge on social media using #YouvsTrain."

BEING THE BEST FOR CUSTOMERS

First Customer For Vertua!



Congratulations to the team at Uckfield Concrete plant who delivered our first ever batch of Vertua to our first ever Vertua customer last week!

Customer, Miracles by Design, used 160m³ of Vertua classic at their site in Newhaven, East Sussex. As this is the first site to take Vertua CEMEX will also provide the customer with the offset to make this a CarbonNeutral® product. This will be the first job in the UK to have ready-mixed concrete that is net zero.

Richard Kershaw commented: "We are delighted to have taken this initial enquiry following our successful launch of Vertua at Futurebuild at the beginning of March."

Delivering For Cardiff



Well done to all involved in the supply of over 600m³ to Premier Groundwork's in Cardiff recently.

Great 'One CEMEX'.

10,000 Customers Using Go



The picture says it all really... way to Go Europe!

Alberto Delgado, Customer Experience Director Europe, commented: "When Europe gets moving we can be a phenomenal force. We broke the 10,000 customer mark, leading also the change in making our operations paperless. A team effort done with our sales force, our supply chain colleagues and our drivers all over Europe."



And a perfect tool to serve remotely our customers during the #coronavirus crisis. Well done everyone!"

BEING THE BEST FOR SHAREHOLDERS

Update On Divestment To Breedon



Good progress continues to be made with preparations for the sale of part of our business in the UK to Breedon. The restrictions that the CMA (Competition and Markets Authority) have put in place and of course the concerning situation with COVID-19 are presenting challenges for us, but Breedon and CEMEX remain committed to completing the transaction as soon as we reasonably can. We will keep everyone updated when we know more.

Three consultation meetings have been held so far with each of the three consultation groups. Representatives from Breedon attended the second round of meetings, giving a general overview of the company as well as answers to questions. Thank you to our 30 Employee Representatives for their role in the ongoing consultation process, which is so important in making sure that all the people who are affected by the transfer receive regular updates and have opportunity to ask questions.

BEING THE BEST FOR COMMUNITIES

Sowing Seeds Of Vertua



These CEMEX Vertua envelopes are embossed with wildflower seeds.

CEMEX's goal for net zero concrete by 2050 is a very positive step. We need a sustainable world for those we love and care for, building a better future for everyone.

The photo shows Brian McCarthy, CEMEX Sales Exec, planting the 'envelope' with a little helper!!

Myton Hospice Call For Help



In the light of the current Coronavirus outbreak the Myton Hospice, who care for the terminally ill in Rugby, have had to cancel a huge number of fundraising events planned over the next few months. They have also had to close their charity shops and stop collecting outside supermarkets. This is having a huge financial impact on them as a charity and they have no way of making this up apart from donations. They are appealing to anyone who has helped fundraise for them or helped out as a volunteer and their businesses to support them in anyway they can. Here is a message from their CEO:

While I totally understand the strains your businesses and employees are under now and in the future, I was hoping you would be able to spread the word about



our appeal in the hope as many people as possible will support us and enable us to provide our care to our terminally ill patients.

The appeal below sets out the many ways people can donate – or you, if you're able to, can make payments directly into our bank citing your company name as a reference and sending it to:

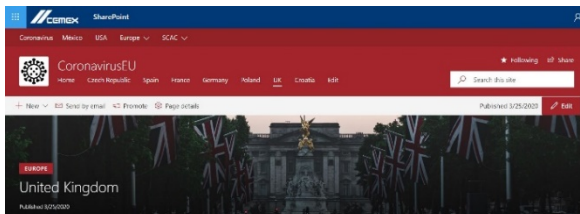
Lloyds Bank, Acc No: 07232786
Sort Code: 30-92-33

This will ensure your donation is recorded against your company as many firms like to know, and be able to tell their employees, how much money they have donated to the cause over the years.

If you would like to know more about the appeal and just why it is so important, the web page, including a video message from our CEO Ruth Freeman can be found here: www.mytonhospice.org/appeal

BEING THE BEST FOR EMPLOYEES

COVID-19 SharePoint For Employees



A dedicated Coronavirus SharePoint is now available for all UK employees. It includes all updates from the UK Rapid Response Team, plus helpful documents including guidance for using the VPN when working from home and mental health advice.

Please visit:

<https://cemex.sharepoint.com/sites/CoronavirusEU/SitePages/United-Kingdom.aspx>

Security Advice For Coronavirus Shutdown



In the event of a temporary site closure in response to the Coronavirus, Managers are encouraged to review and follow the advice in the poster at the end of this document or by clicking this link:

<http://cemexuknews.co.uk/downloads>

Any Manager wishing to review specific security measures and, in particular the temporary availability of a guard or dog unit, is invited to contact Colin Jones or John Sweeting on a case by case basis.



Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
59-03-2020	Multi Skilled Operative	Asphalt	Liverpool Docklands	01/04/2020
60-03-2020	Multi Skilled Operative	Asphalt	Preston Asphalt Plant	01/04/2020
61-03-2020	Multi Skilled Operative	Materials UK North	Middleton Quarry	03/04/2020
62-03-2020	Submissions Manager	Paving Solutions	Sheffield or any Hub Office	31/03/2020

For further details on other roles and a full listing of other vacancies, together with information on how to apply, please log on to CEMEX Shift > My Services > Internal Vacancies>New IVCs.

We would love to hear from you for the next edition

To send us a story: either click on 'submit a story' on the UK News website
or email gb-communicationsandpublicaffairs@cemex.com

If you can, please include a photo too (taken in super fine landscape setting and saved as a jpeg.) Thank you.





CORONAVIRUS SHUTDOWN SITE SECURITY

- These measures relate to any site closures associated with the Coronavirus measures. Please ensure you notify security of your closure.
- Where appropriate, ensure company cash is banked prior to the site shutdown and not taken home for safe keeping or left in the safe. If an onsite safe is otherwise empty, leave the door obviously ajar.
- Ensure all windows and doors are closed and locked. Lights and electric heaters are turned off unless there is a pressing reason for leaving them on or lights are part of the night time security measures.
- Any site, mobile plant and vehicle keys are preferably taken off site or suitably secured, preferably in a safe.
- Safe keys are taken home and not hidden. Site radios and chargers should be hidden away or locked in the safe.
- Gate and office keys should not be hidden outside. If an authorised member of staff needs access to the site they should take a key with them.
- For CCTV sites monitored at Rugby, ensure your key holders are notified to the control room (email: ukcctv.security@cemex.com). Per usual practice, staff attending the site during the shutdown must notify the control room when they enter and leave the site. Failure may result in the police or key holder being called.
- The Rugby CCTV Control Room will be staffed as normal, from 1800hrs to 0600hrs week days and 1800hrs Friday through 0600hrs Monday. (Tel: 01788 517377/378)
- Where possible, valuable personal possessions and tools should be taken off site, (they are not covered by the Company insurance) including, personal possessions in trucks and company cars.
- Laptop computers should not be left in car boots or behind the back seat. This applies at all times.
- If you have gas oil or fuel tanks on site, leave as little as possible in the tank, and don't get a delivery just prior to shutdown. Move any bowzers into as secure a location as possible and secure any containers (water cannisters, ad mixtures containers etc..) and wheelbarrows that could be utilised to carry away syphoned fuel. If containers are not otherwise recyclable, consider puncturing to prevent misuse.
- Vehicles, trucks, and mixers...leave as little fuel in as possible. If able to, move vehicles off unmonitored sites. Vehicles left on site should be parked tank-to-tank or battery-to-battery or otherwise 'tetrised in' to frustrate offender access.
- If an intruder alarm is fitted to a building make sure it is set and operates correctly. If the gate is secured by a combination padlock ensure that Rugby CCTV office has the correct code (ukcctv.security@cemex.com)

Virtual Felt Leadership...COVID-19

LINE MANAGERS:

- Ownership and “visibility” remain essential
- Daily 1-2-1 calls (Reinforce concern)
- Weekly Team Skype / ZOOM Calls (Management led H&S discussion / training & preparation for following week)
- Personalise central communications
- 1-2-1 progress updates on local improvement plans, isolation / guarding action plans, etc.
- Review details of open / overdue KPI metrics with teams...tidy records and agree priorities

H&S Team

- Prepare and support weekly briefings as appropriate
- Review overdue Health and Safety Inspection items with line managers
- Systematic review of training materials, guidance, arrangements, etc.
- Continue to be visible in the field where possible
- Incident support

Typical Daily Discussions

- How are the team and their families
- COVID-19 protective supplies: soap / sanitiser, masks, gloves
- Staffing levels v activities
- Ongoing work, hazards / risks, control measures, competencies and supervision levels
- Unplanned maintenance / risks
- Concerns / support requirements

Typical Weekly Team Discussions

- COVID-19 developments / controls
- Resource levels / HR queries
- Contingency planning arrangements
- Site specific planned work / control measures and any restrictions on activities
- H&S briefing / training session
- Any support requirements

Invite H&S specialist as appropriate



COPING CALENDAR: KEEP CALM. STAY WISE. BE KIND



30 actions to look after ourselves and each other as we face this global crisis together. Please use & share 🙏

1 Make a plan to help you keep calm and stay in contact

2 Enjoy washing your hands. Remember all they do for you!

3 Write down ten things you feel grateful for in life and why

4 Stay hydrated, eat healthy food and boost your immune system

5 Get active. Even if you're stuck indoors, move & stretch

6 Contact a neighbour or friend and offer to help them

7 Share what you are feeling and be willing to ask for help

8 Take five minutes to sit still and breathe. Repeat regularly

9 Call a loved one to catch up and really listen to them

10 Get good sleep. No screens before bed or when waking up

11 Notice five things that are beautiful in the world around you

12 Immerse yourself in a new book, TV show or podcast

13 Respond positively to everyone you interact with

14 Play a game that you enjoyed when you were younger

15 Make some progress on a project that matters to you

16 Rediscover your favourite music that really lifts your spirits

17 Learn something new or do something creative

18 Find a fun way to do an extra 15 minutes of physical activity

19 Do three acts of kindness to help others, however small

20 Make time for self-care. Do something kind for yourself

21 Send a letter or message to someone you can't be with

22 Find positive stories in the news and share these with others

23 Have a tech-free day. Stop scrolling and turn off the news

24 Put your worries into perspective and try to let them go

25 Look for the good in others and notice their strengths

26 Take a small step towards an important goal

27 Thank three people you're grateful to and tell them why

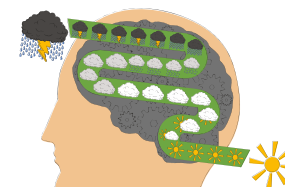
28 Make a plan to meet up with others again later in the year

29 Connect with nature. Breathe and notice life continuing

30 Remember that all feelings and situations pass in time



“Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances” ~ Viktor Frankl



ACTION FOR HAPPINESS



www.actionforhappiness.org

Find out more about the Ten Keys to Happier Living, including books, guides, posters and more here: www.actionforhappiness.org/10-keys



My Whole Self

Supporting your mental health while working from home

My Whole Self aims to create a healthier working culture built on respect and collaboration. We're encouraging employers to create a culture where people can be themselves at work. Whether online or in person, bringing your whole self to work is a mindset that's better for mental wellbeing and better for business.

As more organisations move to online working, human connections are more important than ever. Here are some ways to support your mental health, reduce feelings of isolation, and feel connected with colleagues while working remotely.



Get set up

Waking up

Although you may have some extra time in bed without a commute, aim to wake up around the same time every day. This helps stabilise your internal clock and improve your sleep overall. You'll feel less tired, more refreshed, and find it easier to concentrate throughout the day.

Getting ready

Keep to your established morning routine if you can – get ready, washed, and dressed as if you are going to the office. This will help you get into the mindset that you are at work.

Setting up your workspace

Try to set aside a work area separate from your sleeping area, as this will help to prepare you for work mode and make it easier to switch off at the end of the day. You don't need a home office to do this – a small desk set up in a corner of your room, or a laptop at the end of the kitchen table can do the trick.

If you're working with a small space, you could try setting up temporary 'zones' by hanging blankets or screens to visually separate your work area from your bed or living area.

Clear your work surface of clutter and set up your equipment to avoid physical strain – do a self-check using the guidance at

[nhs.uk/live-well/healthy-body/how-to-sit-correctly](https://www.nhs.uk/live-well/healthy-body/how-to-sit-correctly).

If you don't have a chair with back support, you could add a firm pillow.



My Whole Self



Get moving

Including some movement into your work from home routine will help maintain your physical and mental health. You'll feel more awake and alert, and your concentration and sleep will improve.

Outdoors

If you're not self-isolating, try going for a walk or a jog down the street before you start work for the day – this can help you to feel like you have mentally 'arrived' at work. Doing the same when you finish your working day can help you to leave your work mindset behind and switch off.

Indoors

If you're indoors, look online for an activity that suits you, such as a home yoga video or a fitness class. Some gyms are now live streaming their classes, so you could even join a fitness community in your local area.

No matter what exercise you choose, try to take regular screen breaks and stretch throughout the day. Try to take a clearly defined lunch break and move away from your workspace.



Get connected

Adapt your working style

Make sure you keep communication open with your team, as often and frequently as possible. Senior leaders should role model healthy working from home habits and behaviours. Here are some suggestions that we are trying:

- Video calls instead of emailing
- Short check-in and check-out calls between managers and their teams, at the start and end of the workday
- Optional Q&A sessions for colleagues to dial in and chat through any concerns or queries they have about working from home

Share your My Whole Selfie

Creating and sharing a My Whole Selfie is a fun way to show your authentic self to your colleagues. It can help you feel connected even if you're working remotely. Find out how at mhfaengland.org/my-whole-self/selfie-how-to.

Virtual social sessions

If you usually schedule time in the workday for an activity or exercising with your colleagues, continue to make time for this over webcam or phone. Here are some ideas that members of the MHFA England team enjoy:



My Whole Self

- Turning our morning or afternoon coffee break into a virtual coffee break
- Sharing photo updates of our lunchtime run
- Video calling for our afternoon craft session
- Daily online quiz session

Say hello

If you're working on the same document as another team member in the cloud, stop and say hello to each other.

Share your space

If you'd like to share your working space, why not give your colleagues a webcam tour? Or show off your pets at the end of a team catch up.



Get support

During times of stress it helps us to stay connected. Keep in touch with friends and family where you can. Use instant messenger to communicate with your colleagues if you are feeling out of the loop or need to talk to someone.

Look after yourself and set aside time to prioritise self-care – **find some simple self-care tips here.**

For information about mental health and coronavirus visit:

- Mental Health Foundation's **tips for looking after your mental health during the coronavirus outbreak**
- Mind: **Coronavirus and your wellbeing**

If you're feeling anxious or isolated, remember that support is out there.

Talk to your Mental Health First Aider

If your company has trained Mental Health First Aiders or Champions, make a note of their contact details, and don't hesitate to get in touch with them if you need to. They can use their skills to support anyone struggling with their mental health by signposting them to the appropriate support, both in and outside of the workplace.

Speak to your HR or EAP

If your organisation has this in place, talk to your HR or contact your Employee Assistance Programme.

Mental health helplines

Samaritans offers free, confidential support 24 hours a day on 116 123.

Find a list of national mental health services and helplines at **mentalhealth.org.uk**.