



Welcome to UK News 8th September 2022

your weekly update from around CEMEX UK

View UK News on: www.cemexuknews.co.uk

You can also follow us on our social media channels



HEALTH & SAFETY

UK Admixtures 21 years LTI free



Congratulations to the team at UK Admixtures for achieving a fantastic 21 years LTI free. Thanks to everyone for continuing to look after each other.

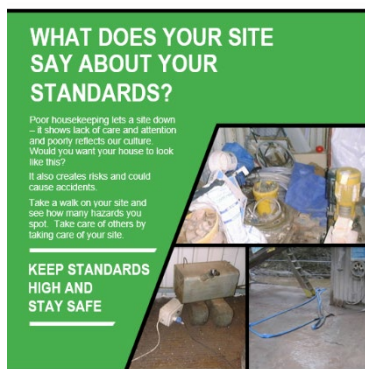
Additionally, EMEA returned to a week with zero LTI's and TRI's and performance in August resulted in EMEA's third consecutive month with ZERO employee LTI's.

LTI and TRI milestones demonstrate that ZERO is possible, especially in challenging environments and working processes. With the right level of focus and attention to Health & Safety, our

Zero4Life objective can be met and sustained.



Improving our Outside Housekeeping



The second phase of our Slip, Trips and Falls campaign focusses on improving our outside housekeeping.

Throughout this month we will be sharing a series of posters for displaying in your workplaces.

In this month's campaign we encourage teams to:

- Complete "hazard spotting" activities on each site associated with outside housekeeping to identify any issues & create a NMHA for each
- Walk the regular routes – what hazards do you spot?
- Check well-identified paths and passages
- Make preparations for adverse weather later in the year, providing necessary equipment and grit salt for snow and ice
- Produce before and after posters to highlight improvements, using the attached template

- Identify areas where there is regular spillage or poor housekeeping, consider how it can be prevented at source
- Ask team members to check their safety boots are in good condition, with good grip, and can be laced to the top to provide ankle protection

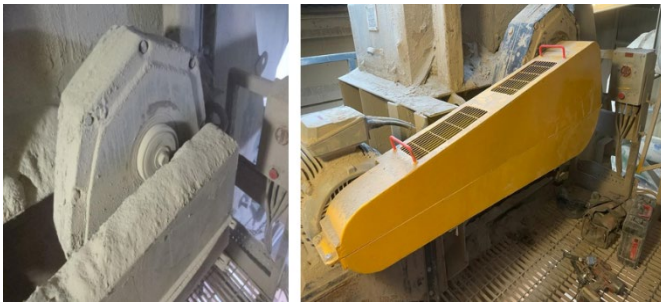
- Going further with 5S methodology
- Remind teams that housekeeping issues are not minor, and should be reported as a NMHA if applicable
- Ensure site inspection schemes include formal housekeeping checks (exterior and interior) at least quarterly

Managers can find full details of this Outside Housekeeping – Slips Trips & Falls campaign, along with the before & after template, at the end of this document and in the download section of the UK News website: <https://www.cemexuknews.co.uk/downloads>

You can also find the first in our series of posters at the end of this document and as a PDF in the download section of the UK News website: <https://www.cemexuknews.co.uk/downloads>

Please print and display on notice boards in your working areas.

Sharing & learning from Salford



During August, the team at Salford Aggregate Plant made safety improvements to fit new drive guards on rotating shafts, ensuring that any accessible moving parts are covered.

We are always looking for H&S improvement stories to share wider, as we recognise that colleagues across the business face some similar hazards and risks.

If you or your team have made H&S improvements which you think others could learn from too, we want to hear from you! Please drop us an email to gb-communicationsandpublicaffairs@cemex.com

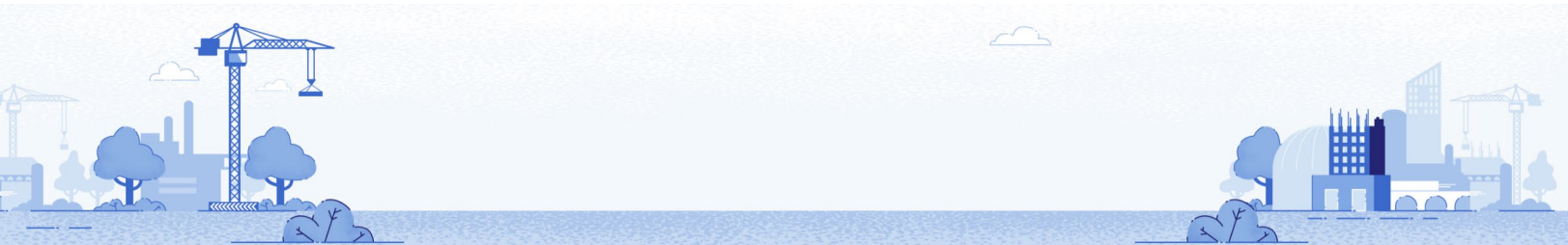
UK Safety Alerts



The latest Safety Alert details the rollover of a truck while working on our behalf. Thankfully no third parties were involved and the driver escaped uninjured, however there was a high potential for injury (HiPo).

Some types of trucks and load configurations operated in our industry present specific risks, for example truck mixers with their high centre of gravity and moving loads, or tippers with their bodies raised when discharging. It is essential that we ensure employed and contract drivers understand the specific hazards and risks associated with their vehicles / loads, confirming they are competent to operate relevant truck types.

To help ensure driver competence, drivers working on our behalf should have an MP Connect card, which gives immediate access to their training and assessment records. Operations should be using the MP Connect system to record inductions and verify competence, thereby helping ensure any skills gaps are identified and additional training / assessment arranged where required.



Please review the Alert with your teams, including employed and contracted drivers, taking the time to consider if there are any gaps in local systems. While doing so, please promote the use of MP Connect with drivers, including new drivers before they start work for us.

You can find the PDF of this Safety Alert at the end of this document and in the download section of the UK News website: <https://www.cemexuknews.co.uk/downloads>

Please also display the Alerts on relevant noticeboards.



CUSTOMER CENTRICITY

Bird's eye view of bunker



In this fantastic photo, you can see a bird's eye view of the bunker base being built last week for customer key Cidon Construction!

Our CEMEX team in the Northwest have a collaborative attitude and flexible approach to service and this was critical in achieving the volume and consistency required during this job. Bringing in the right people and creating a team focused on delivering results for Cidon Construction, was essential to this successful pour.

Strong teamwork was required as various CEMEX's technical, operational, logistics, supply chain and commercial teams worked together to plan for this 750m³ pour, where the supply rates required were particularly complex.

Well done to everyone involved.



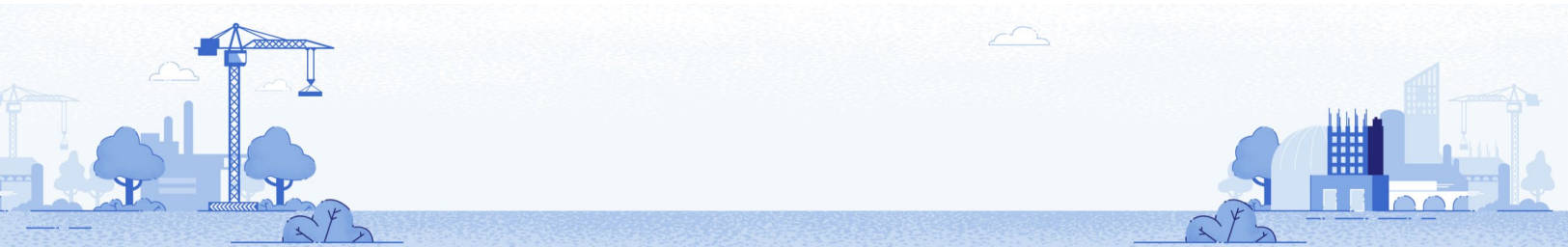
FUTURE IN ACTION

CEMEX invests in Swinderby Quarry to reduce CO2 emissions



CEMEX has completed a sizable investment into a new conveyor system at its quarry in Swinderby, Lincolnshire, which will make a significant contribution to reducing CO₂ emissions and fuel use at the site, in line with our Future in Action program.

Supplied by Canning Conveyor Swinderby's new conveyor reaches one mile in length and will bring sand and gravel from the extraction site directly to the processing plant. Canning supplied and installed the new conveyor system, which included a 20-tonne hopper feeder, a number of field conveyors and a radial stockpiler.



Steve Sheller, CEMEX's Head of Business Development, West Europe Materials, commented: "Swinderby is a crucial site in our portfolio; it supports our customers in the Birmingham metro-market and wider Midlands area, and has a considerable reserve potential of more than 10 million tonnes.

"We are therefore investing heavily into the site to ensure it can meet demand for years to come, while also achieving the sustainability targets set as part of our Future in Action global strategy. By using a conveyor we can considerably cut CO2 emissions – we've calculated a ~50% reduction in CO2 per tonne of aggregate, when comparing to the anticipated consumption to work the next phase of the quarry using mobile plant, alongside further efficiency and cost savings. Taking into account forecasted production figures this is a total CO2 saving of approximately 74%."



You can read the full press release here: <https://www.cemex.co.uk/2022-press-releases>

CEMEX expands logistics fleet with 10 new lower emission tippers



CEMEX has added 10 new lower emission tippers to its own fleet, helping to meet growing customer demand for its products in a more sustainable way.

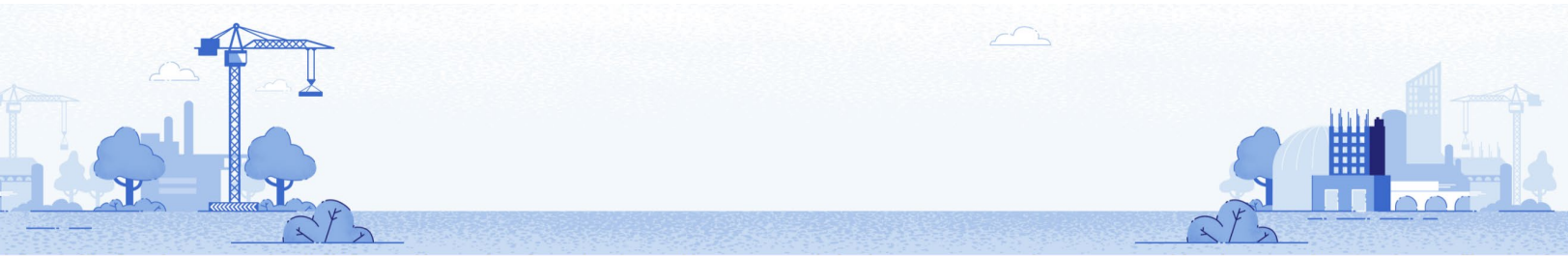
The new trucks boast upgraded safety features, a higher payload for increased efficiency and a step change in decarbonisation of our delivery fleet. The new Volvo FM 460 8x4 tippers, which will feature CEMEX's Future in Action branding, will work out of CEMEX's depot in Greenwich and be used to deliver aggregates and sand to construction sites across the capital.

Thanks to their lightweight aluminium body, CEMEX will be able to increase the amount of material transported in each load, while the engine meets the Euro 6 exhaust emissions requirements, which reduces nitrogen oxide (NOX) by 80% and particulate emissions by 50% compared with Euro 5. By investing in more efficient, more sustainable vehicles CEMEX demonstrates again its commitment to decarbonisation of all aspects of its operations, and the management of its logistics fleet is central to this.

Nigel Ponton, Fleet Engineering Manager for CEMEX UK, said: "The addition of these new trucks to our fleet will enable us to better meet customer demand, safely and efficiently. Safety is the number one focus whenever we add new trucks to our operation and these Volvos tick every box in that respect. One of the reasons why these vehicles stood out for CEMEX was because of the improved visibility and layout of the day cabs – providing an ideal workplace for our drivers whilst aiding the safety of other road users.

"These trucks will all be working in busy streets across London so it's imperative we provide our drivers with the best tools possible to do the job and help protect any vulnerable road users. Moreover, thanks to the improved fuel efficiencies and enhanced payload these new Volvos are the most sustainable vehicles we've ever had and will help decarbonise our delivery footprint."

You can read the full press release here: <https://www.cemex.co.uk/-/cemex-expands-logistics-fleet-with-10-new-lower-emission-tippers>



Raffle ends this week!



Our raffle closes this Friday 9th September so if you haven't already, act quick to get your raffle tickets!

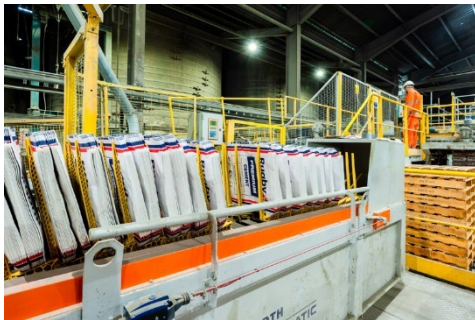
Please support our Charity of the Year, Cancer Research UK, by entering the raffle – you could win a CEMEX model train worth £100, £70 Amazon voucher, a £50 M&S voucher or a Hotel Chocolat liqueur collection.

Simply scan the QR code with your phone's camera or open the webpage [here](#) and donate a minimum of £2 per ticket. All money goes to Cancer Research UK – together we will beat cancer.

Watch this space to find out about other exciting activities planned throughout the year. Supporting our Charity of the Year not only supports Cancer Research UK but through our activities, we are supporting the health and wellbeing of our employees.

We have produced a poster with further details which you can find at the end of this document and in the download section of the UK News website: <https://www.cemexuknews.co.uk/downloads>

Working with merchants to reduce waste



In an article published this week in Professional Builders Merchant, Carl Platt, Director Europe Urban Solutions and VP Commercial & Building Products, explains how CEMEX's Future In Action environmental strategy is working with merchants to reduce waste and make lower carbon products more accessible for everyone.

Why not grab a cup of tea or coffee and have a read – click here to open the article:

[https://professionalbuildersmerchant.co.uk/news/cemex-future-](https://professionalbuildersmerchant.co.uk/news/cemex-future-in-action-environmental-strategy/)

[in-action-environmental-strategy/](https://professionalbuildersmerchant.co.uk/news/cemex-future-in-action-environmental-strategy/)

Future in Action Summit



You will recently have received a calendar invitation for our upcoming Future in Action Summit taking place over two half-days on Wednesday 28th September and Thursday 29th September from 3pm to 6pm UK time.

As you are well aware, our Future in Action program is spearheading our company's strategy. The decisions we all make today impact how our planet will look tomorrow. The goal of this virtual event is to join all our colleagues around the world to discuss how our Future in Action program is evolving and what this means for each of us, for CEMEX and for our industry.

Sessions will include insights from our CEO, leadership, and subject matter experts on climate action related topics, as well as more details on the evolution of our Future in Action program and how it impacts our responsibilities and our company.



Please accommodate other business activities you may have on these dates to join the Future in Action Summit.



EMPLOYEES

Lewis is top of his class again!



Congratulations to Lewis Coxon, Quarry Manager at Hatfield, who was recognised by the Institute of Quarrying recently, winning the Reginald W Coles Award (Best 3rd Year Foundation Degree Student Overall), in his Mineral Extractives Foundation Degree at the University of Derby Centre for Mineral Products.

This award is extra special as it marks the third year in a row that Lewis has been recognised by the Institute of Quarrying, for being top of his class. Last year, Lewis received a Longcliffe Calcium Carbonates Awards of Excellence for being the best performer in his second-year class, achieving some of the highest grades in all the modules he studied. He also won the same award at the end of his first year. After checking their records, the Institute of Quarrying confirmed Lewis is the first to have won recognition awards three years running.

Kevin Cage, Head of UK Aggregate Operations, said: "This achievement is more exceptional when you consider Lewis has accomplished this whilst accepting the role of Quarry Manager at Hatfield Quarry, a site known for its complexities and challenges. Very well done Lewis."

Lewis will be receiving his award at the Fellows Lunch at the end of October at the IET in London. Well done Lewis!

Staying connected with spark!



Please see below message from Derek O'Donnell, Regional Vice President for Human Resources EMEA:

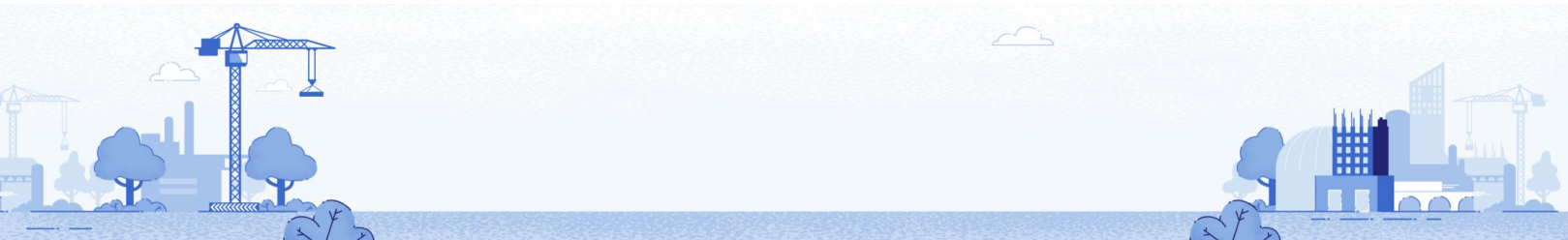
Dear Colleagues,

It will soon be a year since the Spark tool was implemented in our EMEA region.

I hope that each of you has had the opportunity to use Spark – our global information platform. It is an innovative tool that helps us improve the way we work and enables us to better connect and collaborate with each other.

I especially like the fact that I have almost everything in one tool and if I need something I don't have to search for links as most information is already there in Spark.

Global and local information are in one place.



If you haven't used Spark yet, I encourage you to log in and check out the available options
<https://spark.cemex.com/>

Best regards
Derek O'Donnell
Regional Vice President Human Resources EMEA

You can find a poster of Derek's message at the end of this document and in the download section of the UK News website: <https://www.cemexuknews.co.uk/downloads>
Please also display on local noticeboards.

Long Service Congratulations to Jamie



Congratulations and best wishes to Jamie Pickles, Director of Communications Europe, for reaching a fantastic 20 years' service with CEMEX this month.

Changes To Fuel Mileage Rates



The fuel rates for business mileage have been updated effective 1 Sept in line with the latest HMRC Advisory Fuel Rates

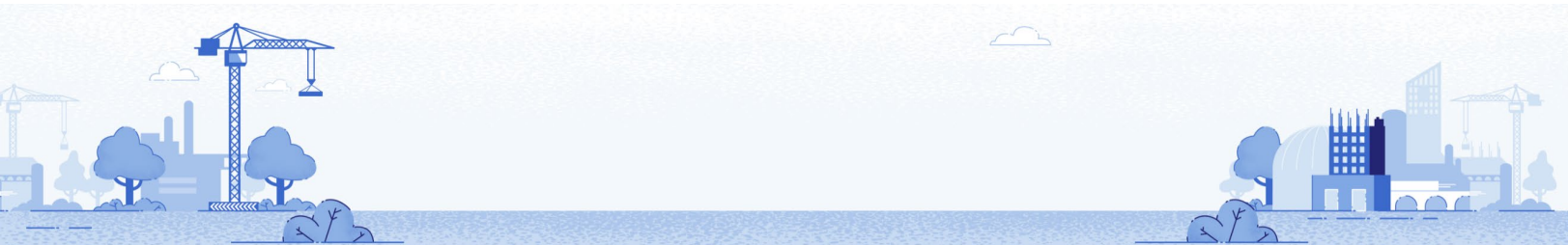
The rates by engine type and size are outlined in the table below.

SAP Concur has been updated and claims for mileage from that date onwards will be made at the revised rates.

Fuel Type	Engine size	Rate From 1 Jun 2022	Rate From 1 Sep 2022
Petrol	1400cc or less	14p	15p
	1401cc to 2000cc	17p	18p
	Over 2000cc	25p	27p
Diesel	1600cc or less	13p	14p
	1601cc to 2000cc	16p	17p
	Over 2000cc	19p	22p
Fully Electric	Not Applicable	5p	5p

Hybrid cars are treated as either petrol or diesel for advisory fuel rates.

For any queries please contact: gb.fleet@cemex.com



CEMEX Company Car – End of Lease



CEMEX have now started to receive some new cars into our fleet, and we begin to return some of our oldest lease vehicles end of contract.

Unfortunately, during the last few months CEMEX have started to incur additional costs in relation to end of lease including vehicle damage. Whilst some wear and tear is inevitable especially considering the length of time we held onto our company cars, some damage is over and above

the fair wear and tear guidelines and will become chargeable.

Reporting vehicle damage is a driver's responsibility. In addition, vehicles must be kept well maintained, clean and tidy.

Vehicle damage can be reported via CEMEX driver line 0370 50 50 105 or via the AlphaGuide App if you have it downloaded to your smartphone.

We need to be sensible in our approach, please familiarise yourself with the BVRLA guide (see link below) and anything significant showing as damage to your company car should be reported as soon as the incident occurs and repaired during the life of the lease or prior to return.

[Alphabet BVRLA - Lease Car Fair Wear and Tear Guide](#)

You can find the document 'CEMEX Company Car Scheme – Driver Responsibility – End of Lease Contract' at the end of this document and as a PDF in the download section of the UK News website: <https://www.cemexuknews.co.uk/downloads>

Policy Centre



Be sure to check [here](#) for the latest updates to the Policy Centre for August.

Remember that the CEMEX Policy Centre is now all on spark!

You can visit [here](#).

Supermarket savings

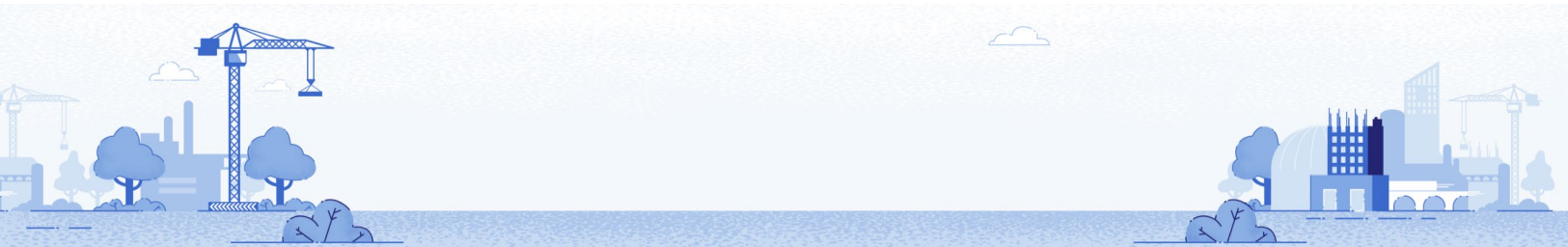


Do you spend more than £50 a month at the supermarket? If you do, why not try eVouchers and save money on your regular food shop. Purchase an eVoucher and save money every month.

If you buy eVouchers you could win prepaid visa cards in the Lifestyle Platform's Supermarket Sweep competition.

To enter, you need to spend £50 or more via your platform on any of our supermarket retailers before 30th September 2022.

You could win 1 of 5 £100 eVouchers each month, or if you have spent £50 in every month throughout July, August and September, you could win one of three £1000 prepaid VISA cards.



Qualifying supermarket retailers include: Tesco, Sainsbury's, Morrisons, ASDA, M&S and Waitrose & Partners (can also be used in John Lewis & Partners)

For full details and to enter click here: <https://cmx.employeebenefitsplatform.com/view-product/supermarket-sweep-competition>

Want to Nominate a Colleague?

NOMINATE NOW!

Nominate any colleague you think has gone above and beyond their day job and demonstrated any of the CEMEX values.

Email: gb-hrplanning@cemex.com for a nomination form or use the form on the UK News website: www.cemexuknews.co.uk

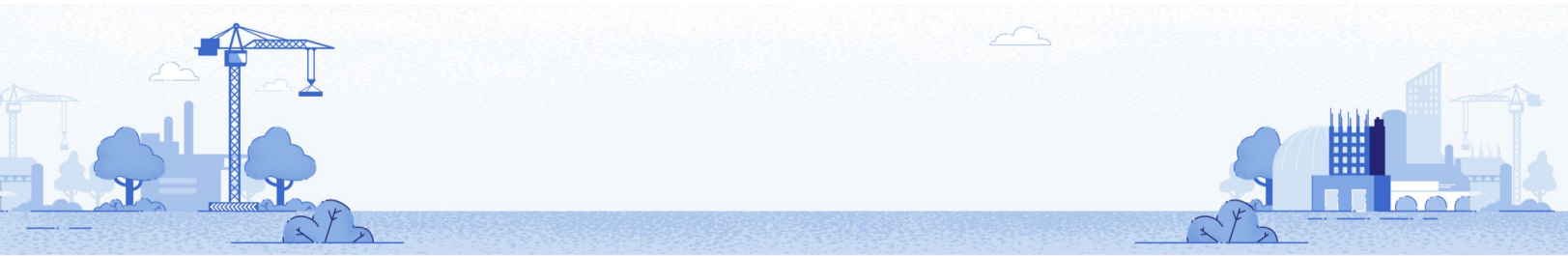
Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
266-09-2022	Class 2 Driver	Supply Chain Materials	Dove Holes Quarry	30/09/2022
265-09-2022	Customer Service Agent	Customer Experience - Concrete Products	Binley	16/09/2022
264-09-2022	Senior Sales Agent	Customer Experience - Readymix	Binley	16/09/2022
270-09-2022	Property Solicitor	Legal	Binley	20/09/2022
271-09-2022	PA to VP / Directors	Legal	Rugby	20/09/2022
267-09-2022	Multiskilled Operative x 3	Urbanisation Solution - Asphalt	Birmingham	20/09/2022
268-09-2022	Assistant Asphalt Plant Manager	Urbanisation Solution - Asphalt	Birmingham	20/09/2022

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.



Employee Assistance Programme

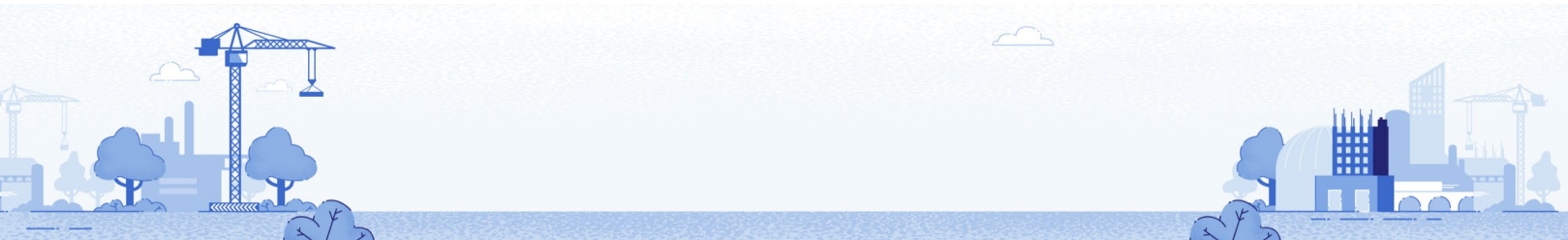
Free, confidential support and counselling available for all employees

If you're worried about a work, family or personal issue then the Employee Assistance Programme can help, 24/7.

Support with everything from consumer rights to bereavement, depression & anxiety to childcare.



Visit www.lifestyle-support.co.uk (username: cemex / password: cemex) or call **0808 1682143**



SLIPS
TRIPS
& FALLS



STOP THINK ACT



CEMEX EMEA Campaign to Prevent “Slips Trips & Falls” 2022



Dear Managers,

From July to November we will implement an interactive ‘Slips, Trips & Falls’ prevention campaign.

The intention is to focus actions on four topics associated with significant slip, trip and falls risks:

- **July / August: Stairs and Floors**
- **September: Housekeeping Outside**
- **October: Housekeeping Inside**
- **November: Lighting**

Involvement of teams will be promoted using ‘hazard spotting’ activities.

In parallel, during that period, posters will be provided to alert employees to the importance of safe behaviours to minimise risk.

While improving our sites, this is also an opportunity to standardise the appearance of sites (good practices will be shared).

Thanks for your collaboration.





Focus on... Outside Housekeeping



CEMEX
“Slips Trips & Falls” Campaign
Outside Housekeeping | September 2022



Remember: Housekeeping is not a minor issue

- ☐ We know our teams work hard and are passionate about what they do
- ☐ However, poor housekeeping can let a site down – it gives the impression of a lack of care and attention and a poor culture
- ☐ Visitors could question the commitment of the team
- ☐ Poor housekeeping can also impact morale and our sense of pride
- ☐ And not only that – poor housekeeping has serious health & safety implications! It creates risks and could cause accidents.



CEMEX
“Slips Trips & Falls” Campaign
Outside Housekeeping | September 2022



This month, we are asking teams to:

- ☐ Complete “hazard spotting” activities on each site associated with outside housekeeping to identify any issues & create a NMHA for each
 - ☐ Walk the regular routes – what hazards do you spot?
 - ☐ Check well-identified paths and passages
 - ☐ Make preparations for adverse weather later in the year, providing necessary equipment and grit salt for snow and ice
 - ☐ Produce before and after posters to highlight improvements
- ☐ Identify areas where there is regular spillage or poor housekeeping, consider how it can be prevented at source
- ☐ Ask the team to check their safety boots are in good condition, with good grip, and can be laced to the top to provide ankle protection
- ☐ Going further with 5S methodology
- ☐ Remind the team that housekeeping issues are not minor, and should be reported as a NMHA if applicable
- ☐ Ensure site inspection schemes include formal housekeeping checks (exterior and interior) at least quarterly



CEMEX
“Slips Trips & Falls” Campaign
Outside Housekeeping | September 2022



Going deeper... remember 5S!

- ❑ Are you using 5S methodology on your site?
- ❑ 5S results in a workplace that is clean, uncluttered, safe, and well organised, to help reduce waste and optimise productivity
- ❑ Work through the below steps with your team:
 - ❑ **Sort** – Eliminate whatever is not needed by separating needed tools, parts, and instructions from unneeded materials.
 - ❑ **Set in order** – Organise whatever remains by neatly arranging and identifying parts and tools for ease of use.
 - ❑ **Shine** – Clean the work area by conducting a clean-up campaign.
 - ❑ **Standardise** – Schedule regular cleaning and maintenance by conducting the first three S daily.
 - ❑ **Sustain** – Make 5S a way of life by forming the habit of always following the first four S's.



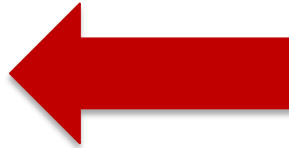
CEMEX
“Slips Trips & Falls” Campaign - Housekeeping
Examples from the EMEA Region



GOOD



BAD



CEMEX

“Slips Trips & Falls” Campaign - Housekeeping Posters



WOULD YOU LEAVE YOUR HOME LIKE THIS? THE JOB ISN'T DONE UNTIL IT IS TIDY

Keeping our sites clear of hazards is an important part of doing a good job and looking out for others.

Before you finish for the day, take a look around and make sure all outside housekeeping is in order.

KEEP STANDARDS HIGH AND STAY SAFE

WHAT DOES YOUR SITE SAY ABOUT YOU? ARE YOU LIKE THIS AT HOME?

Poor outside housekeeping lets a site down – it shows lack of care and attention and poorly reflects our work culture. Would you want your house to look like this?

It also creates risks and could cause accidents.

Take a walk on your site and see how many hazards you spot. Take care of others by taking care of your site.

KEEP STANDARDS HIGH AND STAY SAFE

ARE YOU HELPING US EXCEED OUR STANDARDS?

We expect a high level of outside housekeeping at our site, and we all play a part to keep things tidy, and therefore safe.

BEFORE

Add Images Here

AFTER

Add Images Here

KEEP STANDARDS HIGH AND STAY SAFE

ARE YOU USING 5S TO KEEP YOUR SITE SAFE & TIDY?

5S results in a workplace that is clean, uncluttered, safe, and well organised, to help reduce waste and optimise productivity

Follow the below steps:

- Sort
- Set in Order
- Shine
- Standardize
- Sustain

KEEP STANDARDS HIGH AND STAY SAFE

ARE YOU HELPING SET HIGH STANDARDS? ARE YOU PROUD TO BE HERE?

We expect a high level of outside housekeeping at our sites, and we all play a part to keep things tidy, and safe.

These examples show what a difference a clear up can make.

Take pride in where you work and look out for others by taking care of your site.

BEFORE

Add Image Here

AFTER

Add Image Here

KEEP STANDARDS HIGH AND STAY SAFE



**Remember –
the higher
standards we
set, the more
we achieve!**





OUTSIDE AND INSIDE HOUSEKEEPING - EXAMPLES

BEFORE

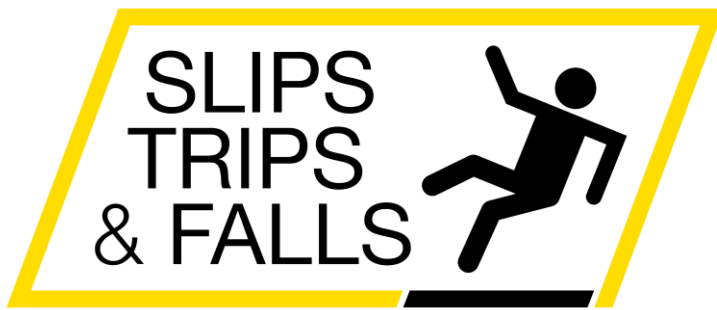
Add Images Here

AFTER

Add Images Here

**KEEP STANDARDS HIGH
AND STAY SAFE**





WHAT DOES YOUR SITE SAY ABOUT YOUR STANDARDS?

Poor housekeeping lets a site down – it shows lack of care and attention and poorly reflects our culture. Would you want your house to look like this?

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KEEP STANDARDS HIGH AND STAY SAFE



SAFETY ALERT

UK SA11/2022 – 05.09.22

Display Until
30.09.22



Look after yourself and each other



Don't let anyone act unsafely, always stop unsafe practices.

Driving



Drive safely, ensure you are authorised and that vehicles/mobile plant are well maintained.



Watch your Speed

Keep below the limit and adjust your speed to suit road and weather conditions



Remember

– Your family depends on you.
So drive to arrive safely at all times!



STOP THINK ACT

SPINFLOW TIPPER ROLLOVER (HIGH POTENTIAL INCIDENT – HIPO)

DETAILS OF THE INCIDENT

A Spinfox Tipper truck carrying 6m³ of Ready To Use Mortar rolled over when travelling round a roundabout. After missing a customer site entrance, the driver had to go to the next roundabout to do a full U-turn in order to gain access to the customer site; footage shows him not reducing speed as he approached the roundabout. A combination of speeding and the fluid material carried caused the vehicle to tip over when travelling round the roundabout. The driver was wearing a seatbelt and no loose objects were in the cab, so fortunately he was not injured but was badly shaken. No members of the public were involved, but it did cause traffic delays in the area and resulted in a large scale clean up operation.

KEY FINDINGS

- The driver was employed by an Independent Haulage Contractor (IHC) and had 4 days training before been allowed to drive on his own
- The driver had 5 years driving experience, but not with Readymix products or vehicles
- The IHC did not notify the Operations team of the new starter and therefore had not received the CEMEX Driver induction
- Footage shows the driver did not adjust his speed for the road conditions and the road layout
- MP Connect system was not used to check base drivers
- The driver was wearing a seatbelt and no loose items were in the cab

HOW COULD THIS HAVE BEEN AVOIDED?

- The IHC Should have notified the Operations team of the new driver, so he could be inducted and reviewed for competence
- Had the depot used the MP connect sign in, they would have known about the new driver
- All drivers should drive below the limit and adjust speed to suit vehicle type, loading, weather and road conditions

KEY REVIEW POINTS

- Ensure all new drivers receive the CEMEX driver induction and review competence for specific vehicle types
- Carry out regular Driver VFLs
- Review MP Connect system process to include base drivers
- Review IHCs Training policy and sign off



THERE ARE OVER **200** FORMS OF CANCER

BUT THERE ARE MORE THAN **2,000** OF US AT CEMEX UK

YOU ARE INVITED TO ENTER OUR RAFFLE & **WIN ANY ONE OF THE PRIZES**



Donate a minimum of £2 per ticket for a chance to enter the raffle. If you do not win one of the main raffle prizes, we have some branded water bottles up for grabs.

Email us now  socialimpactuk@cemex.com

Cancer Research UK is our
charity partner of the year.

TOGETHER, WE WILL BEAT CANCER.

SCAN QR
CODE
TO
ENTER



Stay connected with

spark!



ORGANIZATIONAL CHANGES



Dear Colleagues,

It will soon be a year since the Spark tool was implemented in our EMEA region.

I hope that each of you has had the opportunity to use Spark – our global information platform.

It is an innovative tool that helps us improve the way we work and enables us to better connect and collaborate with each other.

I especially like the fact that I have almost everything in one tool and if I need something I don't have to search for links as most information is already there in Spark.

Global and local information are in one place.

If you haven't used Spark yet, I encourage you to log in and check out the available options

<https://spark.cemex.com/>

Best regards

Derek O'Donnell
Regional Vice President Human Resources EMEA

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CEMEX Company Car Scheme – Driver Responsibility – End of Lease Contract

Personal Responsibilities

- a. Employees allocated a company car are required to take care of the car as if it was a personally owned vehicle. Any damage to the vehicle must be reported using the processes advised.
- b. Employees with a company car or using their own car are responsible for ensuring maintenance is completed in accordance with manufacturer's guidance and for undertaking routine safety checks in accordance with the Highway Code and safe driving guidance issued by the company.
- c. Employees are required to keep the car they use clean and presentable.

End of Contract

- d. The lease company will contact the employee around six months in advance of the end of the lease about ordering a replacement car. Prior to delivery of a new car and collection of their current car, the employee should ensure that it is clean and free from damage. When collected, the car will be inspected in line with the British Vehicle Rental and Leasing Association (BVRLA) Fair Wear and Tear Guide and the employee will be required to acknowledge any damage to the car and sign a Car Inspection Report. One copy of this document should be retained by the employee for their records.
- e. Employees are responsible and will be charged for the cost of repairs where a car is returned with damage that is not considered to fall under the BVRLA Fair Wear and Tear Guidelines. It is the employee's responsibility to ensure that any damage is repaired prior to the car being returned. Insurance claims cannot be made once the car has been returned.
- f. The BVRLA Fair Wear and Tear Guide is available from the UK Fleet Coordinator.
- g. Employees may not take delivery of a new car unless work has been completed on the previous car and it is available for collection.
- h. All handbooks, service records, keys, satellite navigation/multimedia SD cards and USB drives, security devices and charging cables are items chargeable to the employee if not returned with the car.
- i. Before returning the vehicle to the lease company and for the purposes of data protection, employees must clear the on-board computer of any personal or business data. The car should be clean, have a quarter tank of fuel/full charge and items listed in 10e must be returned with the car.

Extract from CEMEX CCS Policy

Link ; [Alphabet BVRLA - Lease Car Fair Wear and Tear Guide](#)