

CEMEX UK NEWS



Welcome to UK News 18th May 2023
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

Celebrating UK LTIs



In week 19 EMEA returned to a week with **ZERO LTIs and TRIs to both employees and contractors**. This is the performance we must sustain every day in every site.

In the UK we had four fantastic LTI milestones to celebrate.

- Building Products Floors, UK – 2 years LTI free
- Building Products, UK – 2 years LTI free
- Materials Midland, UK – 1 year LTI free
- UK Readymix – 1 year LTI free

Well done to everyone involved in these fantastic achievements. These milestones don't happen by chance, it takes continued effort, dedication, and commitment every single day.

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.



Latest Safety Alert

SAFETY ALERTS

The latest Safety Alerts summarise two of the three serious injuries we suffered in the UK last month.

In the first incident a colleague suffered injuries to one of his hands and shoulder when he was struck by a door of a mobile screening plant in high winds. The Alert includes the need to ensure stays are fitted as appropriate to

doors and windows, with relevant checks incorporated in inspection schemes for new and existing plant and equipment. In addition, the need to Take 5 and assess any additional hazards and risks whenever working in adverse weather conditions, which should be considered a standard requirement when there is a formal weather warning.

In the second incident a colleague suffered an open fracture to one of his fingers when he trapped it between the lifting loop on a bulk bag and the tyre of a forklift truck. Again, there are several learning points for us, including the need to ensure loads are secure before attempting to transport them, only use suitable vehicle access routes, enforce exclusion zones around operational mobile equipment, and Stop & Think and Take 5 in event of unexpected circumstances. In addition, the incident highlighted the need to ensure new team members are aware of the hazards and risks of their role through effective induction and regular ongoing training.

Please review the Alerts with your teams, considering whether there are any opportunities to improve our methods of working and eliminate or reduce the risk of injury.

Please also display the Alerts on relevant noticeboards. They can be found at the end of this document and on the UK News download page: www.cemexuknews.co.uk/downloads

Our Values – Deep Dive: Ensuring Health and Safety



Nothing comes before the Health & Safety of our people, contractors, and community.

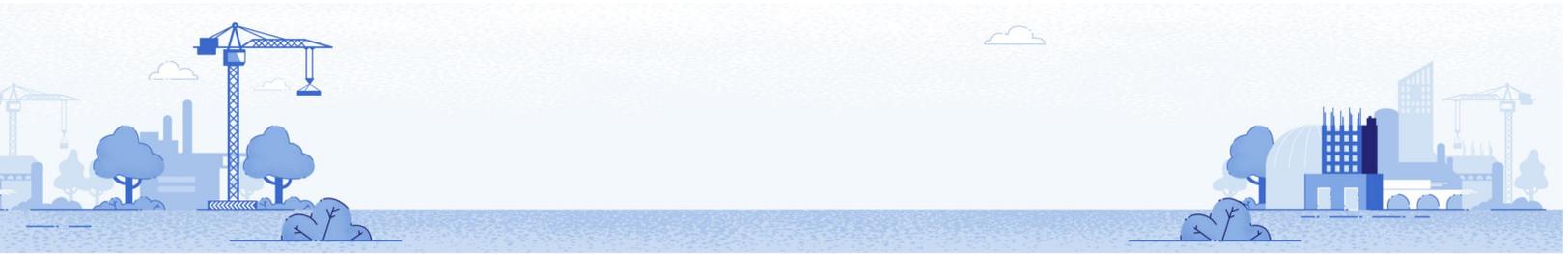
At the core of our organisation's values, we firmly believe that nothing comes before the health and safety of our people, contractors, and community. This unwavering commitment reflects our dedication to prioritise the well-being of every individual connected to our operations. We recognise that our employees are our most valuable asset,

and we strive to provide them with a safe work environment where they can thrive. Our responsibility extends beyond our workforce to include contractors and subcontractors, ensuring that they are treated with the same level of care and protection. Moreover, we understand that our actions can impact the community around us, and we are committed to engaging in responsible practices that safeguard their health and safety. We believe that by placing health and safety as our top priority, we create a foundation of trust, integrity, and shared responsibility that benefits everyone involved.

Health & Safety is a personal responsibility.

Health and safety is not solely the responsibility of our company; it is also a personal responsibility. Each individual plays a crucial role in ensuring their own well-being and the well-being of those around them. Taking ownership of our health and safety means being proactive, informed, and accountable for our actions. It involves familiarising ourselves with safety protocols, following guidelines and procedures, using personal protective equipment when necessary, and reporting any hazards or concerns promptly. By recognising that health and safety are personal responsibilities, we empower ourselves to actively contribute to creating a safe and secure environment for everyone. Together, through our individual commitment to health and safety, we can build a culture of care and accountability that protects and enhances the well-being of all.

Follow health and safety policies and guidelines and encourage others to follow them, hold ourselves accountable, and promote a supportive environment for safe behaviours.



Following health and safety policies and guidelines is crucial for maintaining a secure work environment, but it doesn't end there. It is equally important to encourage others to adhere to these protocols, hold ourselves accountable, and foster a supportive environment for safe behaviours. By consistently following established policies, we set an example for our colleagues, demonstrating the importance of prioritising health and safety. Moreover, we must hold ourselves accountable by actively seeking to identify and correct any potential risks or unsafe practices. This involves reporting incidents, near misses, or hazards promptly, and taking steps to address them effectively. Creating a supportive environment means encouraging open communication, providing constructive feedback, and recognising and celebrating safe behaviours. By promoting a culture that values health and safety, we contribute to a workplace where everyone feels empowered to prioritize well-being and actively participate in creating a safe and secure environment.

Ensuring health and safety at work is a collective effort that requires our active participation and commitment as employees. Let's embrace our role in upholding this core company value, creating a safe and healthy environment where we can thrive both personally and professionally.

Take 5 Together



We can all look after each other by speaking up and Take 5 Together if we see anyone at risk of injury.

In April we asked you to spend time together as a team reflecting on Take 5 Together and the important role it plays in our operations. We would love to hear from you if you and your team have had a discussion about Take 5 Together.

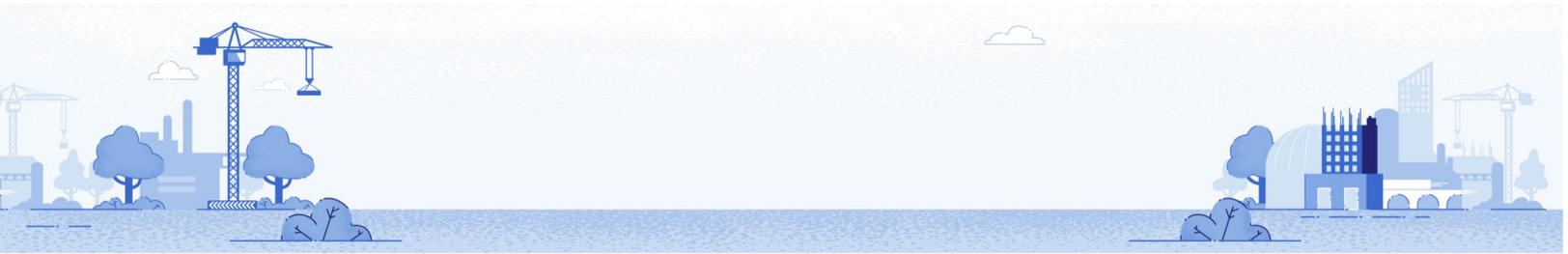
Please send your stories and photos to gb-communicationsandpublicaffairs@cemex.com

For Managers and Supervisors

In the UK News download page [here](#), Managers and Supervisors can find materials to use in discussions with your teams to help reinforce our Take 5 Together / interdependent culture. Please take the opportunity to stress the importance of always stepping in and challenging unsafe behaviours, utilising Take 5 Together, and to identify opportunities to keep the campaign a prominent part of meetings, discussions, visits etc.

The promotional materials include:

- A new 5 minute video which you can watch – open [here](#).
- Manager briefing document
- Additional short testimonial video from a Cemex employee
- 2 x posters



Well Done Keren



Congratulations to Keren Castle, winner of the Superior Customer Experience Awards in April, in the category Cemex Go: Best Improvement - Materials

The statuette and diploma were presented at Wellington quarry by Philip Constable - Commercial Manager, accompanied by William Newton, Quarry Manager, and Susan Boyden - Weighbridge Operator.

Keren Castle commented. "I'd just like to recognise all my colleagues when receiving this award, it is an acknowledgment of the team effort by everyone from the quarry staff right through to Commercial and Shipping who all play a vital role when delivering Cemex's vision of a superior customer experience."

Congratulations again and keep up the good work!

Mental Health Awareness Week - Anxiety

15 to 21 May 2023

Mental Health Awareness Week



#ToHelpMyAnxiety

This week is Mental Health Awareness Week with a focus on Anxiety.

Anxiety is a normal emotion in us all, but sometimes it can get out of control and become a mental health problem.

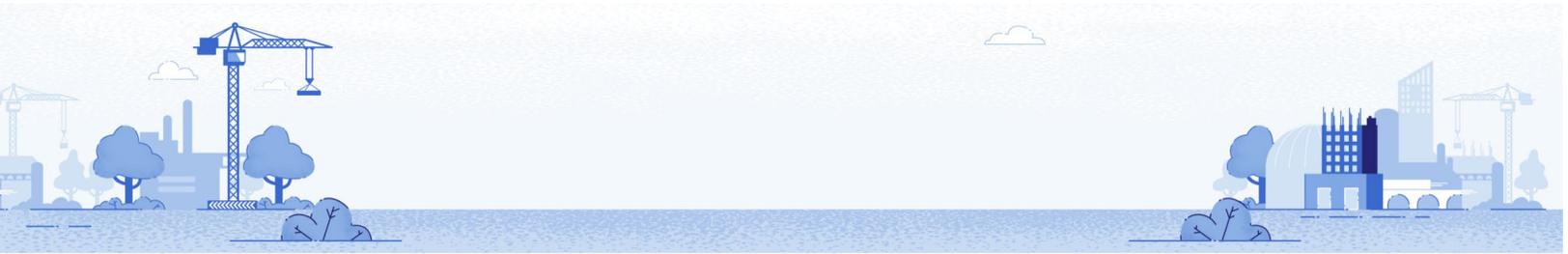
Lots of things can lead to feelings of anxiety, including exam pressures, relationships, starting a new job (or losing one) or other big life events. We can also get anxious when it comes to

things to do with money and not being able to meet our basic needs, like heating our home or buying food. But anxiety can be made easier to manage.

What can we do to cope with feelings of anxiety?

There are lots of things which we can do to help manage feelings of anxiety, and what works will be different for everyone. The www.mentalhealth.org.uk website shares lots of resources including nine evidence-based things you can try to help manage feelings of anxiety. Check these out [here](#).

The Mental Health Foundation has also shared a guide: **What can we do to cope with feelings of anxiety?** You can find this at the end of this document and on the UK News download page: www.cemexuknews.co.uk/downloads





Challenging Supply to Scottish Highlands



Cemex has recently commenced supply of an overall 10,000 tonnes of Silo Sprayed Concrete to Coire Glas, a new pumped storage scheme in a remote area of the Scotland Highlands.

Coire Glas is a pumped hydro storage scheme in Scotland with a potential capacity of up to 1,500MW. It is the first large-scale pumped storage project to be developed in the UK for more than 40 years and would more than double Great Britain's existing electricity storage capacity. Pumped storage schemes involve two bodies of water at different heights. During periods of low demand and/or surplus generation, electricity is used to pump

water from the lower loch to the upper reservoir, storing energy. The energy is then released by using the water to generate hydro-electricity at a time when demand is high and/or other variable generation is low.

The exploratory works at Corie Glas involves the creation of a tunnel approximately four metres wide and up to one kilometre long, cutting into the hillside towards the proposed location of the underground powerhouse complex.

Given the remote location, high elevation and challenging weather conditions, the contractor Strabag UK uses specialised all-terrain vehicles and helicopters to access the site and transport equipment. The Cemex team transported our sprayed concrete some 370 miles from Dove Holes to the site on Loch Lochy, 45 miles north of Fort William in the Highlands. The roads were challenging, being narrow and steep but the teams did a fantastic job to overcome the complicated challenges and have commenced supply.

Of the project's estimated cost of over £1 Billion, more than 70% is in the civil engineering structures that Cemex are supplying with our Silo Sprayed Concrete to create the all-important tunnels.

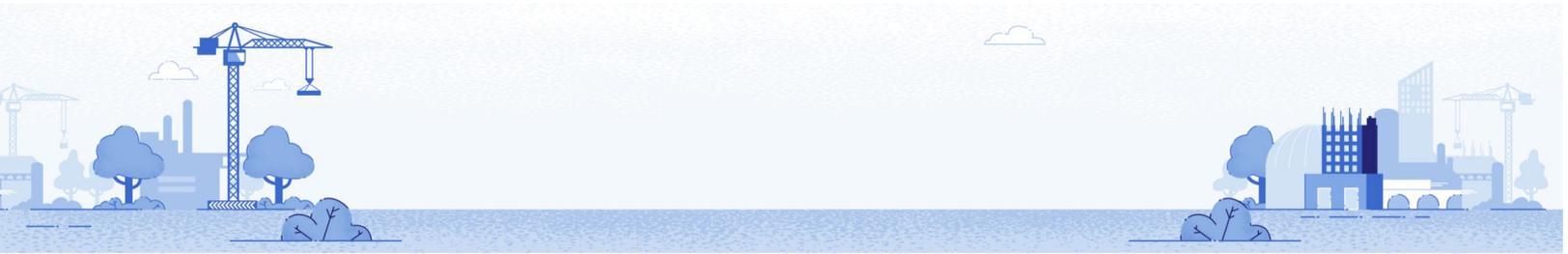
Internal NPS Survey - Your Voice Makes a Difference!



The INTERNAL NPS SURVEY for H1 2023 launched on 9th May.

Look out for the link to our Internal NPS Survey from customer@experience.cemex.com. The survey will be open until 31st May.

Your voice makes a difference! Cemex recognises that listening to your feedback is the most valuable thing we can do to improve our internal customer service. To achieve our Customer Experience objectives, we need to understand not only our external



Customers but also the way you, our Internal Customers perceive Cemex intercompany processes and services regarding raw material supplies.

Your first-hand experience and feedback will help us identify best practices.

Based on your previous opinions we have already implemented the following improvements:

- **Launched a pilot in NW to enable tracking of internal deliveries** of Aggregates and Cement. Excellent feedback to date, UK roll-out to follow.
- **Instigated regular reviews between RMX, CEM, AGGS. & Supply Chain** regarding upcoming demand, material availability and operational challenges to help mitigate risk and secure supply to internal customers.
- **CEMENT** - greater resilience in the supply chain through increased inventory at all sites, additional haulage, and consistent production performance.
- **AGGREGATE** - improved product availability.
- **READYMIX** - continued investment in the site storage capacity - bays, silos and growth in deliveries at night.
- **ASPHALT & BP** - close collaboration with the business to ensure sufficient capacity in place.
- **CUSTOMER SERVICE CENTRES** - reinforced the importance of Call Bob and proactive communication as this has an impact on all businesses. As an example, **DRY MORTARS** have record volumes of bulk and bagged mortar sales and production levels in 2023.

Please share your feedback and opinion about your experiences. **The survey should only take 5 minutes.**

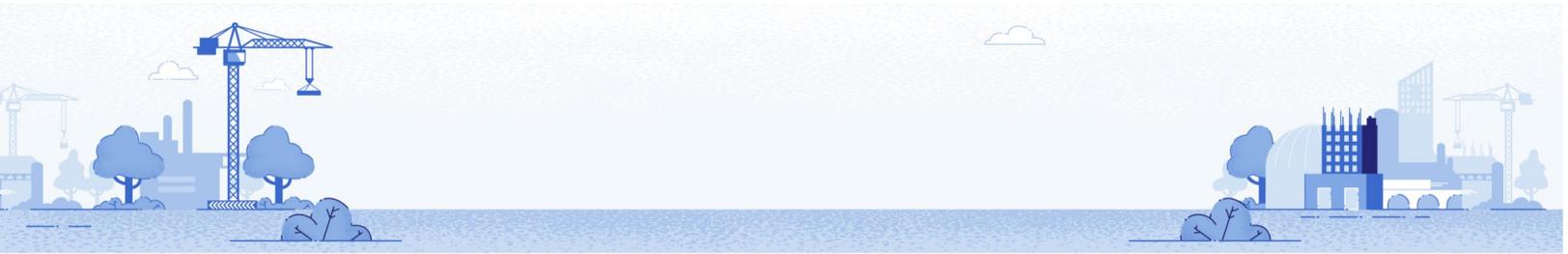
Thank you in advance for your time and opinions and more importantly, for your involvement. We appreciate your participation in helping Cemex continuously improve our service and make our company a better place for all. A poster can be found at the end of this document and in the download section of the UK News website: www.cemexuknews.co.uk/downloads

FUTURE IN ACTION

VERTUA® More Sustainable By Design



It has been a little over a week since the relaunch of Vertua® for Readymix in the UK and we are continuing to see growing traction and interest in the market for more sustainable solutions. The new approach is a significant change to how we approach Vertua® globally, moving from our previously branded lower carbon products named Vertua® to a new overarching brand encompassing other sustainable attributes:



- LOWER CARBON
- DESIGN OPTIMISATION
- ENERGY EFFICIENCY
- WATER CONSERVATION
- RECYCLED MATERIALS

Mike Higgins, National Technical Manager in the UK, commented: “Moving to extending our Vertua® offering beyond solely lower carbon, to include additional sustainable attributes, will help position Cemex as a sustainable solutions provider, able to offer a variety of options to support our customers in sustainability and circularity.”

Following on from his launch webinar Mike has extended an offer of training/exploration sessions to discuss the new approach to Vertua®. Please email mike.higgins@cemex.com if you are interested.

UK Environmental Briefings



ENVIRONMENTAL BRIEFING

The Sustainability team have created the latest Environmental Briefings about waste changes and updates relevant to our sites and offices.

The first briefing highlights legislative changes to waste segregation, specifically disposal of Persistent Organic Pollutants (POPs) often present in foam seating and soft furnishings. As our main waste disposal contractor, Biffa should be contacted for additional advice or if furniture or cushion pads containing POPs need to be disposed of. The POPs poster at the end of this document and in the download section of the UK News website: www.cemexuknews.co.uk/downloads contains additional information on the changes.

The second briefing contains the Biffa escalation details which should be followed if you need to contact Biffa regarding site general, recycling or tanker waste disposal services. Our new Biffa Account Manager's contact details are also included.

Many sites capture evidence of communication of environmental briefings for the purposes of showing continued training and awareness as part of the Cemex EMS. The Communication Form can be used for this purpose.

If you have any questions please contact a member of the Sustainability team.

Please share on your workplace notice boards.



Calling All Amateur Photographers



Monday 22nd May is International Biodiversity Day and to celebrate this we invite you to take part in our first Wildlife Photography Competition, open to all EMEA employees.

Cemex actively protects and nurtures biodiversity at all sites through careful environmental management and education.

Our photography competition is to celebrate diversity of wildlife at our sites, since every organism is part of an ecosystem which needs protection for a richer, stable and resilient environment as we progress towards being Nature Positive by 2030.

Please submit your photos capturing images of wildlife and habitats at any Cemex site by sending an email to sean.cassidy@cemex.com (or use the QR code in the poster on the UK News download page: Celebrating Natural Wildlife poster (1096 downloads) with your contact details and a very brief description of your photos. **Maximum of three images per person, with typical resolution up to 5MB, typical of any smart phone.**

The competition is open from 22nd April to 15th September 2023. All photos submitted are likely to be used in our internal and external communications channels. Please see poster and rules, terms and conditions on the UK News download page: [Celebrating Natural Wildlife - Terms & Conditions \(1096 downloads\)](#)

The First Kestrel Chicks of the Season

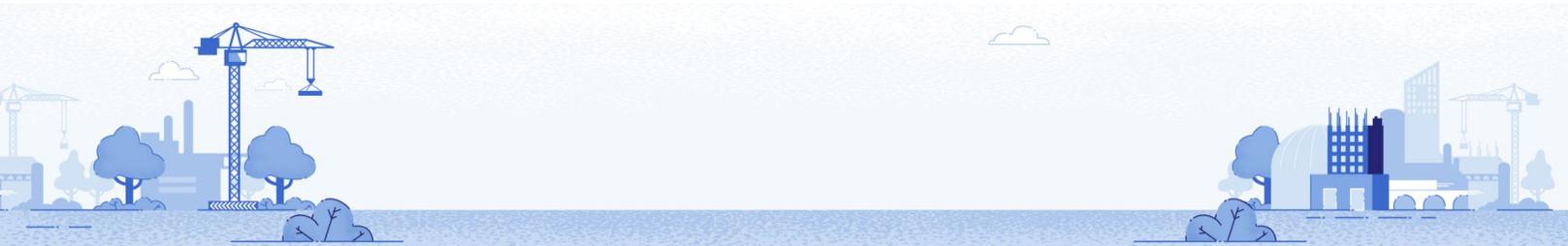


This is the most awaited moment of the season - the first Kestrel chicks of the season have just hatched in Rudniki Cement plant in Poland!

You can watch a live broadcast from Kestrel's nest - it is amazing to watch.

Before our eyes the baby Kestrels grow and gain new skills to become fully independent in just four weeks and make their first flight.

<https://www.youtube.com/watch?v=q28xGYNA-d8>



Vertua® Ready-Mix Concrete with Recycled Aggregates in Germany



As part of its global decarbonisation strategy "Future in Action", Cemex is promoting resource-saving recycling solutions. As it is the case in the metropolitan market of Berlin, Germany:

Cemex in Germany has already converted eight of its 14 ready-mix concrete plants in the Berlin-Brandenburg region to offer concrete with recycled aggregates: the sites in Spandau, Hohenschönhausen, Kreuzberg, Bernau, Finowfurt, Velten, Schönefeld and Grünheide are technically capable of producing

and supplying concrete with recycled aggregates. The experts of Cemex are pleased to advise interested parties on the application possibilities and explain the technical details.

Concrete with recycled aggregates contains aggregates from professionally processed mineral construction waste, essentially concrete fragments that have been brought to the required particle sizes in crushers and impact mills - concrete is a material that can be recycled again and again. Concretes with recycled aggregates are subject to the same requirements as conventional ready-mix concretes and show identical fresh and hardened concrete properties.

You can read the full press release [here](#).

Tracking Your Sustainable Contributions



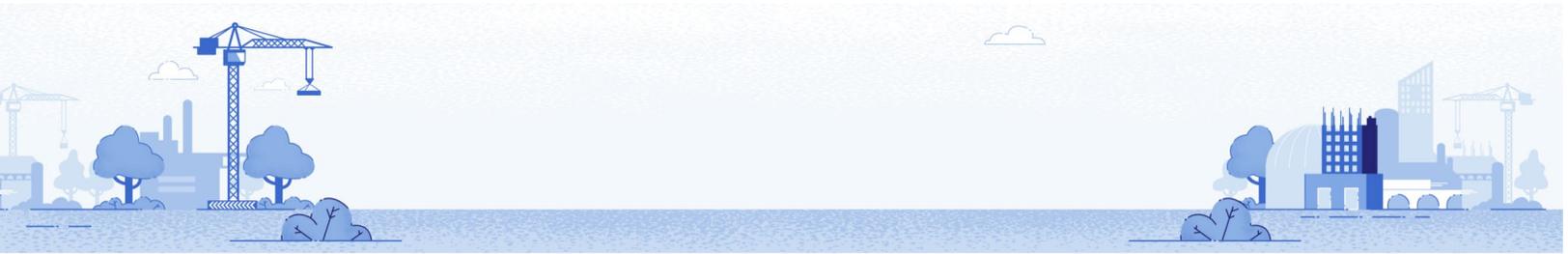
At Cemex we are committed to creating a better future and we need everyone's help to achieve it.

We are delighted to invite you to become part of the **3E journey in EMEA**, 3E stands for **Energy Efficiency EMEA**, launched as part of our Future In Action program.

As part of the 3E journey Cemex has launched the **Always in Action app**. This is an action-focused app that enables you to adopt sustainable practices at work and at home. We can all reduce CO2 emissions, optimise our energy consumption, minimise our waste, and save water. With simple changes we can make a difference. Our choices and actions matter in building a better and more sustainable future.

Make sure you download the app, sign up to this challenge, register your actions to score points **and get ready to win eco-friendly prizes in our upcoming EMEA Challenges!**

To get the app, scan the QR code below.



Download the app and sign in. You can find it in the App Store or Google Play as CEMEX AiA.



Another way to get involved in our **3E journey in EMEA**, is take our short new “**3E Energy Efficiency EMEA**” **Learning Pathway**. Simply complete this bite-sized 3E learning pathway (~20 mins) to learn about energy efficiency and every-day-tips to improve energy consumption.



Future In Action is not just about our operational sites, **Our EMEA goals in 2023 includes the target reduce our energy consumption by at least 10% at our offices.**

Just click the [LINK](#) to access the course and be sure to download the **Always in Action app** to join our 3E journey to start saving today.

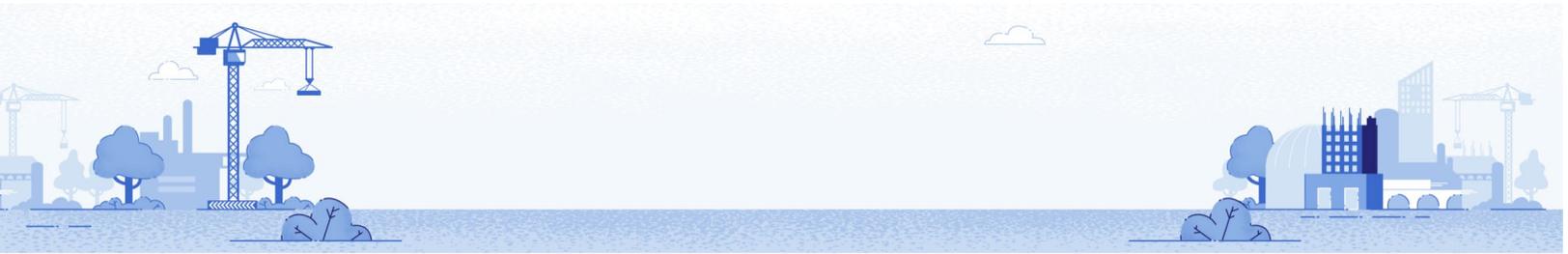
EMPLOYEES

Reminder about Cemex's Social Media Policy



We would like to take the opportunity to remind all employees of the need to act in line with the values entrenched in Cemex's Code of Ethics and Business Conduct and (in relation to social media), to remember that our actions can reflect on the company – positively or negatively.

In particular, employees should remember that comments on social media about our pricing or commercial strategies are clear breaches of Competition Law and could be retrieved and used in evidence by the authorities if ever there was an investigation into the business. Additionally, remember that posts can cause offence and are subject to laws around published materials such as defamation and privacy. We further remind you that Cemex's information must be managed according to confidentiality undertakings we have accepted as part of working at Cemex.



Cemex has a social media policy and guidelines, and whilst these are primarily targeted at those who are posting on Cemex's behalf, they contain useful principles to inform how we use social media in our own time too.

The policy also states that if we are using private social media accounts, we must clearly indicate that our views are our own and do not reflect the position of the company. Please ensure this is reflected on your profiles if they identify you as an employee of Cemex.

To view the social media guidelines please go to the download section of the UK News website [here](#). To see the full policy please click [here](#).

We expect any non-work-related posts on social media to be made in an individual's own time and outside of work.

If you have any questions about Cemex's social media policy and guidelines, please speak to your HR Business Partner.

Long Service Congratulations



Congratulations to Swinderby Driver, Paul Baldwin, who is celebrating a fantastic 25 years service.

Paul's Line Manager, Ian Phoenix, commented: "Paul has worked extremely hard during the last 25 years on a variation of different vehicles and is currently delivering products via an articulated walking floor vehicle. Thank you Paul and here's to many more years!"

Cemex Innovation Day

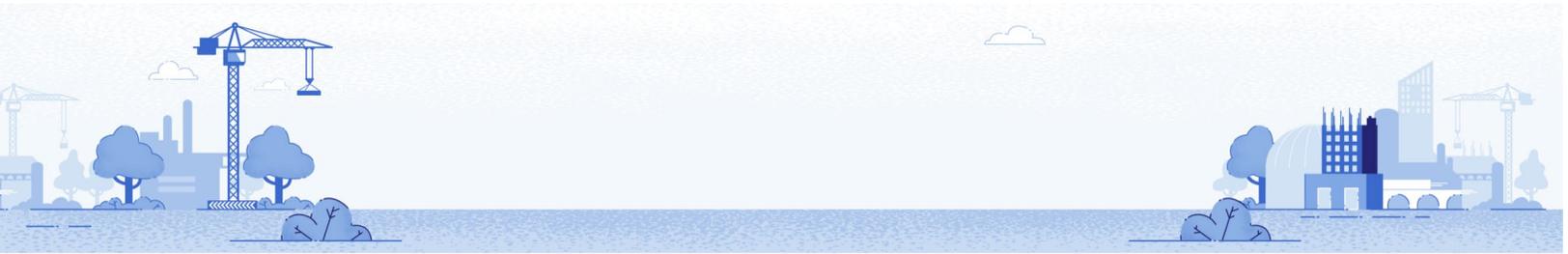


Fostering Innovation is one of our new corporate values which reflects our vision of being a disruptive company, leveraging creativity, experimentation and change, as a fundamental part of our culture.

We would like to invite you to participate in the Cemex EMEA Innovation Day which will take place on **31st May (9.00am to 11.00am UK time)**.

During the webinar, innovative solutions from our region will be presented, our leaders will share with us their vision regarding Innovation, and we will have a special invitee to elaborate on the Contech Industry.

To join via Zoom, please click this link: <https://cemex.zoom.us/j/83102289044>



We have shared some guides on how to use CAT2. They can be found at the end of this document and on the UK News download page: www.cemexuknews.co.uk/downloads

- The first is for Managers who enter their employees' absence information.
- The second is for employees who enter their own holidays.
- The third is for Time Administrators who enter holidays for a group of employees who are assigned to them.

Final Materials Roadshow Announced



The date for the final Materials Roadshow has now been set for Tuesday 6th June at Stockton. All Cemex UK Materials employees are welcome to attend.

There will be two sessions:

- Morning Roadshow: 10.30am – 12.00pm
- Afternoon Roadshow: 1.30pm – 3.00pm

People who want to book a place should contact Christine Crooks: christine.crooks@ext.cemex.com

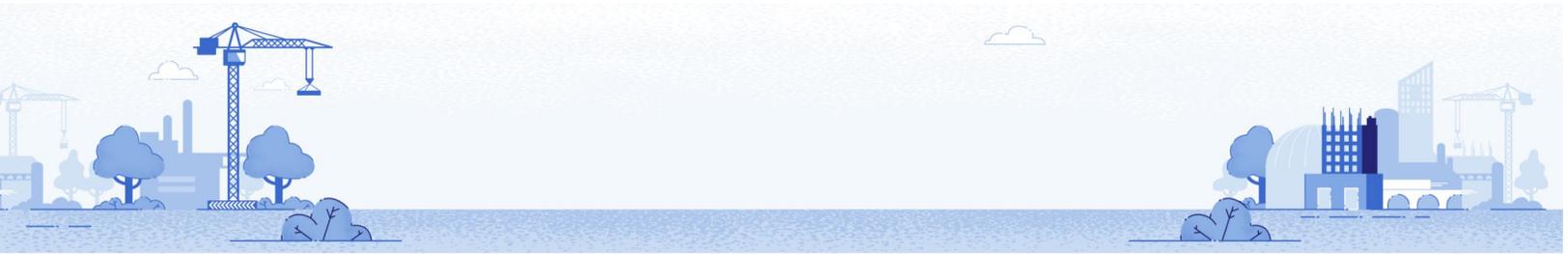
Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
107-05-2023	Operative (Nights)	Materials - Aggregates	Angerstein Wharf	25/05/2023
108-05-2023	Operative x 3	Materials - Aggregates	Alrewas Quarry	25/05/2023
109-05-2023	Operative x 3	Materials - Aggregates	Cromwell Quarry	25/05/2023
110-05-2023	Apprentice	Health & Safety	Rugby Cement Plant	29/05/2023
111-05-2023	Assistant Quarry Manager	Materials - Aggregates	Angerstein Wharf	29/05/2023

We would love to hear from you for the next edition

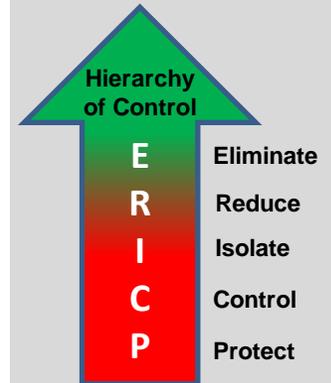
To send us a story: either click on 'submit a story' on the UK News website or email gb-communicationsandpublicaffairs@cemex.com

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



SAFETY ALERT

ADVERSE WEATHER RESULTS IN INJURY



DETAILS OF THE INCIDENT

The injured person had gone to shut down a company dry screen plant (Chieftain 1400) for the morning break. Normal routine when shutting down the machine is to open the side panel, switch off the conveyors and to let the engine idle for a short time to cool down before switching the engine off; whilst the engine is cooling down, the operator goes to check the readings on the belt weigher leaving the door open.

When the operator returned to the controls the door was caught by strong winds and swung towards him. His instinct was to try and stop the door from slamming shut and he put out his left hand. The door struck his hand, causing injury as a result of the impact. The injuries he sustained included a bruised finger, swollen hand and a suspected small tear in his rota cuff, keeping him off work for up to 6 weeks.

HOW COULD THIS HAVE BEEN AVOIDED

- Fitting the machine door with a stay for securing in the open position (New plant have door stays fitted as standard).
- Procedure could have specified door to be closed if left unattended.
- Stop and Think – The adverse weather conditions should have prompted a Take 5 pre task risk assessment.
- Capture any previous incidents via the near miss / hazard alert system

KEY REVIEW POINTS

- Review similar plant to ensure suitable means of securing doors.
- Review all doors and shutters to ensure suitable means of securing when open, e.g. offices, vehicles, etc?
- Do inspections of hired and company equipment require revising to include securing mechanisms for door stays, engine covers, etc?
- Is Near Miss / Hazard Alert reporting actively and regularly promoted?
- Require completion of Take 5 assessments in adverse weather, including whenever there are weather warnings.

KEY FINDINGS

Design	There was no facility to secure the door in the open position.
Weather	No account was taken of the windy conditions.
Procedure	It was normal practice to leave the door open after switching off the conveyor, leaving the engine to cool down. There was nothing in the procedures relating to leaving the door open or closed.



Look after yourself and each other

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

Tools and Equipment

Use the right, well maintained, tools/ equipment for the job. Never make do.

Safe Systems

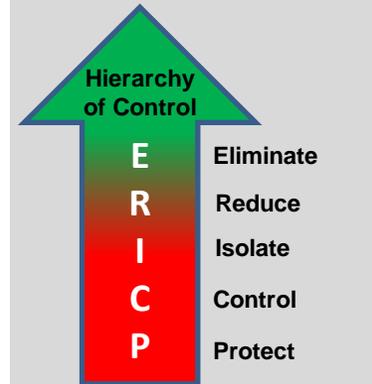
Follow safe systems of work, site rules, signage and traffic signals.



STOP THINK ACT

SAFETY ALERT

HAND INJURY – FRACTURED FINGER



DETAILS OF THE INCIDENT

A telehandler operator was unloading a micro-silica delivery and transporting the 1.2 tonne bulk bags into the refurbishment base at around 14:45. After 8 bags had been successfully off loaded and stored, the 9th bag fell off the pallet and onto the floor; each bag has four loops / straps, two of which got caught half underneath the bag. The injured person saw what had happened and went over to help, he put the two top straps on the telehandler tyne, he then pulled on the two trapped straps and asked the telehandler operator to drive the forks through so that the bag could be stood up. During this process, the straps became taught, trapping the injured person's third finger on his left hand. As the pressure came on the injured person pulled his hand away, leaving his glove and the very end of his finger trapped under the strap, resulting in an open fracture of the bone.

HOW COULD THIS HAVE BEEN AVOIDED

- Ensure loads are secure before attempting to transport them
- Only use suitable vehicle access routes
- Enforce exclusion zones around operational mobile equipment
- Stop & Think and Take 5 in event of unexpected circumstances

KEY REVIEW POINTS

- Are safe designated vehicle routes clearly identified and maintained?
- Do we use the “thumbs up” rule to ensure vehicle operators and pedestrians are aware of each other?
- Are exclusion zones enforced around operational mobile plant, particularly for those guiding vehicle movements?
- Are Safe Systems of Work in place and communicated effectively
- Is Take 5 used prior to doing non routine tasks?
- Do we ensure new team members are aware of the hazards and risks of their role through effective induction and regular ongoing training?

KEY FINDINGS

Traffic Route	Incorrect route taken to transport load as regular route was blocked by other vehicle
Load	Unstable load was transported to storage area
Take 5	Take 5 training recently carried out with all
Take 5 / Stop & Think	Take 5 assessment not carried out for non routine task
Communication	Communication between fork lift truck operator and colleague not effective
Experience	Both employees are relatively new to the team



Inappropriate access route



Bulk bag lifting loop



Look after yourself and each other

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

Isolation Procedures

Never work on live or moving machinery – always 'lock out'.

Housekeeping

Keep designated access routes and work areas tidy and free from trip/slip hazards.

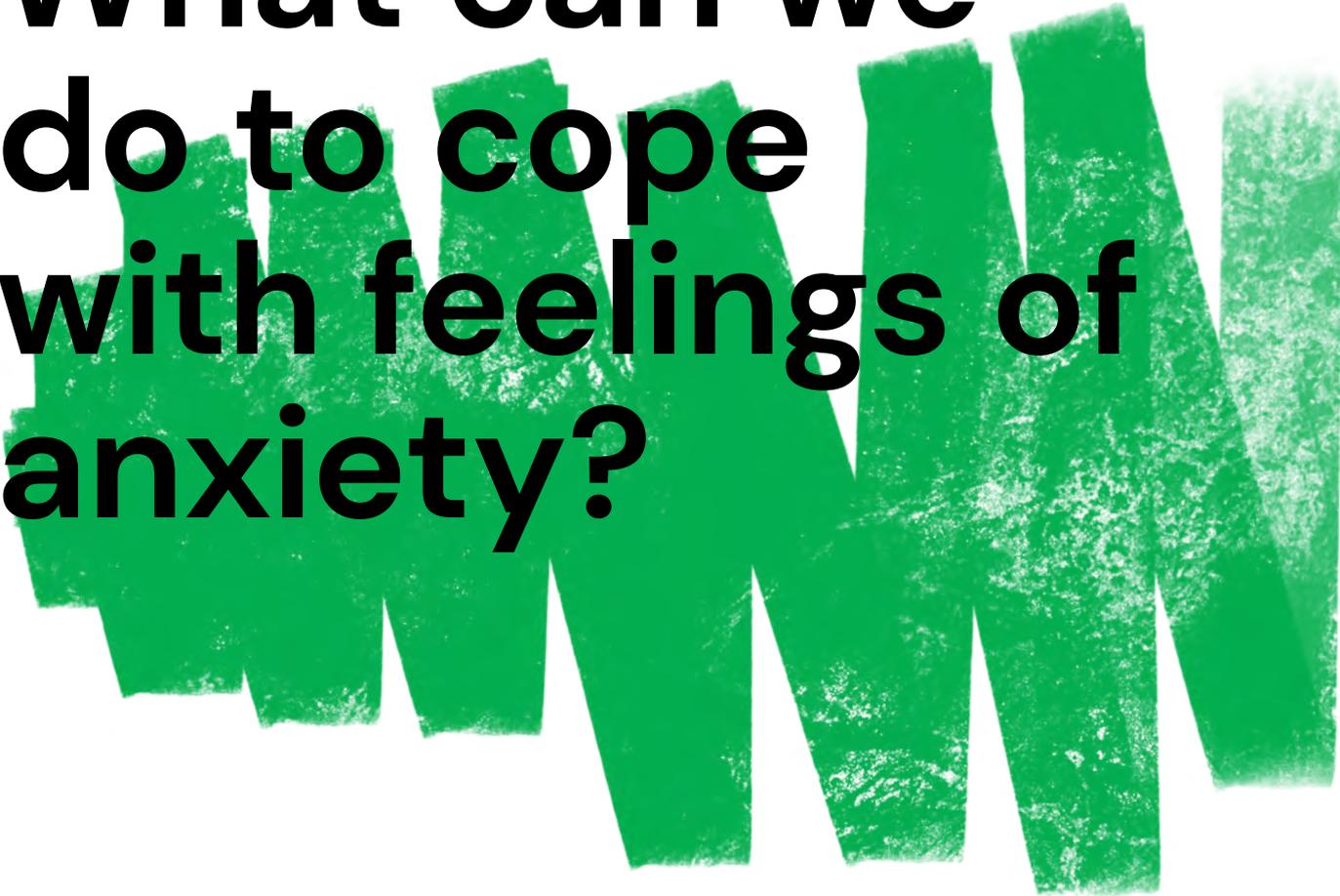
Safe Systems

Follow safe systems of work, site rules, signage and traffic signals.



STOP THINK ACT

What can we do to cope with feelings of anxiety?



Anxiety is something we can all experience from time-to-time. There are lots of reasons why we get this feeling. It can be connected to a job, school, a relationship, social situations, how we feel about ourselves, or a change in our life.

If we don't know how to cope with our feelings of anxiety, they can get out of control and stop us from

doing the things we need or want to do. The more often and the longer we feel anxious, the more it can become a problem.

Dealing with anxiety can be hard. But there are some things we can do to manage these tough feelings.

Have a read through the following suggestions and find out what might work for you.

What can we do to cope with feelings of anxiety?

1. Focus on your breathing

When you're having anxious thoughts try focusing on your breathing, concentrating on the feeling of your body as you breathe in and out. It can help you control the thought.

4-7-8 breathing technique

Close your mouth and quietly breath in through your nose, counting to four in your head. Hold your breath and count to seven. Breathe out through your mouth, making a whoosh sound while counting to eight. Repeat three more times for a total of four breath cycles.

Some people find relaxation exercises work too, while others find [mindfulness](#) useful.

2. Get moving

Exercise is a good way of dealing with anxiety. Remember, activity doesn't have to be vigorous; try some gentle stretches, yoga, or seated exercises. Or just go for a walk. Going for a run, swimming, or taking part in a fitness class can give you something else to think about. It needs a bit of concentration, so takes your mind of the anxious thoughts. Any amount of exercise will help. Read more about how exercise can help improve our mental health [here](#).

3. Keep a diary

It's important that we don't try to ignore our worries. Taking the time to keep a record of what's happening in your life and how it's affecting you can help you understand what is triggering your feelings of anxiety. Knowing this can help you better prepare for and manage situations that may cause anxiety.

Sometimes it helps to give yourself a certain time of day to be your 'worry time'. It could be half an hour first thing in the morning for to sit with your worries and write them down in your diary. When that's out of the way, you can move on with the rest of your day. This can help you take control and stop anxiety getting in the way of what you want to do.

4. Challenge your thoughts

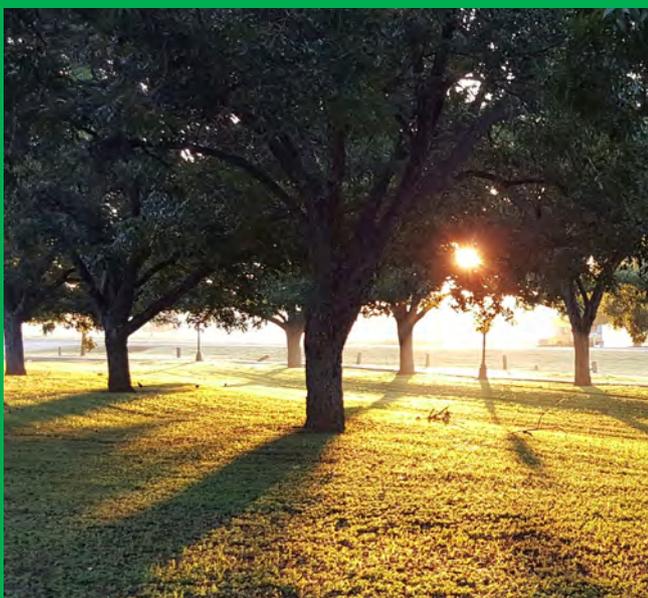
Anxiety can lead us to think about things over and over again in our brain. This is called 'rumination' and it's not helpful. When you catch yourself ruminating try to write down the thought and to challenge it. Is what you're worrying about likely to happen? Are you being realistic? Have you had similar thoughts which have not turned into reality? This can make it easier to challenge the thoughts and stop them from overwhelming you.

5. Get support for money worries

A common cause of anxiety is money. If you're worried about not being able to pay bills, are struggling to repay debt, or aren't sure if you can cover your family's living costs, seek help. Make sure you are claiming all the government supports that you're entitled to. You can also speak to an organisation such as Citizens Advice or StepChange. [On our website](#) we have advice on how to cope with cost-of-living pressures and information on where to get practical support.

6. Spend time in nature

We know that spending time in nature has a positive impact on our mental health. It can help us feel calmer and less stressed. This can be as simple as tending some flowers in a window box or going for a walk in the woods. Any amount of time doing this is good for us, but to really get the benefit, try to spend a significant period of time – maybe an hour or longer – when you can really connect with nature and immerse yourself. [Find out more about the benefits of nature on our website.](#)



7. Connect with people and talk about how you feel

Anxiety can feel very lonely. Connecting with other people can help a lot. Spend time with friends or meet other people through activities such as volunteering, sport or social clubs, or peer support groups. If you're able to talk to people about how you feel it can help to reduce your anxiety. Sometimes saying what's worrying you out loud can take away its power over you.

8. Try to get some quality sleep or rest

Resting and having a good night's sleep is hard when your head is full of worries but there are some things that can help. If anxious thoughts keep you awake, write them down in your diary. If sleep is still not coming, get up and have a drink (nothing with caffeine!) and wait until you're feeling more tired before going back to bed. Keeping a note in your diary of your sleep patterns, what time you went to bed, what you ate, how often you woke up etc can help you work out a routine that will help you get better quality sleep.



9. Try to eat a healthy diet

For many of us, feeling anxious might cause us to reach for sugary snacks, junk food or alcohol. It's important that we don't turn to unhealthy foods or drinks as a way to cope as they will do more damage in the longer term. (Similarly, we should avoid smoking or taking recreational drugs.)

Eating healthy food regularly helps us to regulate our blood sugar and gives us the energy we need to live well. Remember caffeine in coffee, tea and fizzy drinks can affect your mood and cause sleep problems so it's best to have these in moderation and not too close to bedtime. [Find out more about how your diet is linked to good mental health.](#)

Further information and support

If your feelings of anxiety are not going away, are having a negative impact on your life, or often prevent you from doing things you need or want to do, seek support. Speak to your GP or healthcare professional about support available in your area or contact a helpline service.

- Mindfulness www.mentalhealth.org.uk/mindful
- Exercise www.mentalhealth.org.uk/physical-activity
- Cost of Living www.mentalhealth.org.uk/cost-of-living-support
- Nature www.mentalhealth.org.uk/nature
- Diet www.mentalhealth.org.uk/diet
- Helpline services www.mentalhealth.org.uk/get-help



Find out more about Mental Health Awareness Week
at www.mentalhealth.org.uk/MHAW

INTERNAL NPS SURVEY H1 2023

**YOUR VOICE
MAKES A
DIFFERENCE!**

What are your experiences of Cemex's intercompany processes such as ordering and scheduling deliveries of Cement, Aggregates and Admixtures?

Please let us know what already works smoothly and which processes we can improve

We have already implemented some improvements based on your previous survey responses

- Launched a pilot in NW to enable tracking of internal deliveries of Aggregates and Cement. Excellent feedback to date, UK roll-out to follow.
- Implemented regular reviews between RMX, CEM & AGGS. Supply Chain regarding upcoming demand, material availability and operational challenges to help mitigate risk and secure supply to internal customers.
- **CEMENT** - greater resilience in the supply chain through increased inventory at all sites, additional haulage, and consistent production performance.
- **AGGREGATE** - product availability improved.
- **RMX** - continued investment in the site storage capacity - bays, silos and growth in deliveries at night.
- **ASPHALT & BP** - close collaboration with the business to ensure sufficient capacity in place.
- **CUSTOMER SERVICE CENTERS** - reinforced the importance of Call Bob and proactive communication as this has an impact on all businesses. As an example DRY MORTARS have record volumes of bulk and bagged mortar sales and production levels in 2023.



**TAKE OUR
SHORT SURVEY
AND HELP US
BUILD BETTER
CEMEX**

Look for the e-mail from customer@experience.cemex.com with the subject "Cemex would love to hear from you"

ANKIETA SATYSFAKCJI
Z USŁUG
WEWNĘTRZNYCH
CEMEX: ZAMAWIANIE I
DOSTAWA SUROWCÓW
1/2023

TWÓJ GŁOS MA
ISTOTNE
ZNACZENIE!

CZY ZAMAWIANIE I DOSTAWY SUROWCÓW W CEMEX
(CEMENTU, KRUSZYW I DOMIESZEK) DZIAŁAJĄ TAK JAK NALEŻY?

WŁAŚNIE TY MOŻESZ POWIEDZIEĆ CO DZIAŁA
DOBRCZE, A GDZIE NALEŻY COŚ POPRAWIĆ

We have already implemented some
improvements based on your
opinions:

READYMIX enabling tracking of
internal deliveries of aggregates
and cement. Excellent feedback to
date, UK roll-out to follow.

CEMENT - greater resilience in the
supply chain through increased
inventory at all sites, additional
haulage, and consistent production
performance.

AGGREGATE - product availability improved
RMX - continued investment in the site storage
capacity - bays and silos - and growth in deliveries
at night.

ASPHALT & CONCRETE - close collaboration with
the business to ensure sufficient capacity in place.

CUSTOMER SERVICE CENTERS - reinforced
the importance of Call Bob and proactive
communication.



WYPEŁNIAJĄC ANKIETĘ
MAKSYMALNIE DO
31 MAJA MOŻESZ
USPRAWNIĆ
WSPÓŁPRACĘ DZIAŁÓW
CEMEX

Ankieta zostanie wysłana
do Ciebie z maila
customer@experience.cemex.com
z tytułem
"CEMEX chce poznać Twoją opinię"

**ISTRAŽIVANJE
INTERNOG NPS-A
ZA PRVO
POLUGODIŠTE
2023**

**VAŠ GLAS
ČINI RAZLIKU**

**ŠTO MISLITE O CEMEX-OVIM INTERNIM PROCESIMA KAO
ŠTO SU NARUČIVANJE ILI DOSTAVE CEMENTA,
AGREGATA I ADITIVA?**



**ODVOJITE
5 MINUTA ZA
ANKETU I POMOZITE
NAM GRADITI
BOLJI CEMEX**

**RECITE NAM ŠTO IDE GLATKO,
A KOJE PROCESSE MOŽEMO
POBOLJŠATI**

Potražite e-mail primljen od
customer@experience.cemex.com
s naslovom
"CEMEX želi vaše mišljenje"

סקר NPS פנימי מחצית ראשונה 2023

המשוב שלך יוצר שינוי

כיצד אתה מעריך את התהליכים הפנים חברתיים של רדימיקס כדוגמת הזמנה ותזמון המשלוחים של בטון, אגרגטים ומוספים?

אנא שתף אותנו מה מתבצע כנדרש ואילו תהליכים נדרש לשפר

בהסתמך על המשוב שניתן על ידך
הטמענו מספר שיפורים:

READYMIX enabling tracking of internal deliveries of aggregates and cement. Excellent feedback to date, UK roll-out to follow.

CEMENT - greater resilience in the supply chain through increased inventory at all sites, additional haulage, and consistent production performance.

AGGREGATE - product availability improved
RMX - continued investment in the site storage capacity - bays and silos - and growth in deliveries at night.

ASPHALT & CONCRETE - close collaboration with the business to ensure sufficient capacity in place.

CUSTOMER SERVICE CENTERS - reinforced the importance of Call Bob and proactive communication.



אנא הקדש 5 דקות
מזמנך לסקר ועזור
לנו לבנות סמקס
טובה יותר

חפש אחר המייל מהכתובת:
customer@experience.cemex.com
עם הנושא "רדימיקס תשמח לשמוע
את קולך"

The Environment Agency (EA) has provided an update to all local authorities and waste management companies regarding waste items that could contain POPs. Specific guidance has been issued for soft furnishings including sofas, cushions, and some textiles.

Update on soft furnishings waste and Persistent Organic Pollutants (POPs)



What are POPs?

- POPs are organic substances that persist in the environment, accumulate in living organisms, and may cause long-term adverse effects on our health via food-chains and the environment.
- Items containing POPs are **banned from landfill**.
- UK manufacturers of these items stopped using POPs between 2002 and 2011, but imported items had some POPs chemicals as late as 2019.
- POPs regulations have been in place since 2007.
- The EA has clarified that it will be measuring compliance against these regulations. It therefore issued new guidance in December 2022 regarding identifying, classifying, handling and disposing of POPs waste at:

[gov.uk/guidance/identify-and-classify-waste-containing-persistent-organic-pollutants-pops](https://www.gov.uk/guidance/identify-and-classify-waste-containing-persistent-organic-pollutants-pops)



What do waste producers need to do?

- As a waste producer, it is your responsibility to know if the soft furnishings waste you produce may contain POPs.
- If it can be evidenced by MSDS or import documentation that the soft furnishings waste does not contain POPs, then they can be treated as such.
- If it is not known explicitly if the soft furnishings do not contain POPs, then it must be assumed that they do.
- There is not a specific European Waste Catalogue (EWC) code for POPs - the EWC used for the waste generated should continue to be the one you consider most fitting to its classification.
- **It must be clear on the transfer note** if waste potentially contains POPs.
- POPs containing waste **must not be co-mingled with any other waste streams**, they must not be broken down and need to be stored and handled separately.

What is Biffa doing to help?

- We are helping our customers better understand their obligations by providing briefing updates and additional guidance where needed.
- We are working with our supply chain, and
- We're planning changes at our facilities to make sure we can handle and dispose of waste containing POPs compliantly.



Biffa has the right capabilities and know-how to help our customers deal with POPs. Visit [biffa.co.uk/persistent-organic-pollutants](https://www.biffa.co.uk/persistent-organic-pollutants) or scan the QR code to find out more.

Biffa



ENVIRONMENTAL BRIEFING

New Waste Segregation Requirements

Summary

Very late in December 2022 the Government confirmed that all waste textiles and foam in upholstered domestic seating that contain Persistent Organic Pollutants (POPs) would be banned from landfill and must be incinerated from 1st January 2023. POPs are chemicals that persist in the environment, bioaccumulate through the food web, and pose a risk of causing adverse effects to human health and the environment.

Historically waste domestic seating, including office type chairs, might have been placed in a general waste container. They now need to be segregated and collected separately. Not all Biffa facilities will be able to receive this type of waste, and those that can will require it to be separated from other waste that we generate.

All upholstered items of seating waste may contain POPs. This includes items with any part made of or containing leather, synthetic leather, other fabric, or foam. Waste domestic seating includes any item of seating from households or businesses that is a waste, for example sofas, sofa beds, armchairs, kitchen and dining room chairs, stools and foot stools, office chairs, futons, bean bags, floor, and sofa cushions. Please ensure that these items are segregated from general waste and contact Biffa customer services, who will be able to arrange a dedicated collection service.

Products not considered 'domestic seating' for the purposes of the guidance include items that are not upholstered (for example a wooden chair without a cushioned or textile back, seat or arms). Curtains and blinds will also not require segregation from general waste.



Key Points

- Waste textiles and foam in upholstered domestic seating that contain Persistent Organic Pollutants (POPs) is now banned from landfill and must be incinerated from 1st January 2023.
- POPs are chemicals that persist in the environment, bioaccumulate through the food web, and pose a risk of causing adverse effects to human health and the environment.
- Upholstered items of seating waste may contain POPs. This includes items with any part made of or containing leather, synthetic leather, other fabric, or foam.
- Waste domestic seating includes any item of seating from households or businesses that is a waste, for example sofas, sofa beds, armchairs, kitchen and dining room chairs, stools and foot stools, home office chairs, futons, bean bags, floor, and sofa cushions.
- Historically these items might have been placed in a general waste container.
- Non upholstered seating e.g. a wooden chair without a cushioned or textile back, seat or arms will not need to be segregated
- Please ensure that these items are now segregated from general waste and contact Biffa customer services, who will be able to arrange a dedicated collection service.



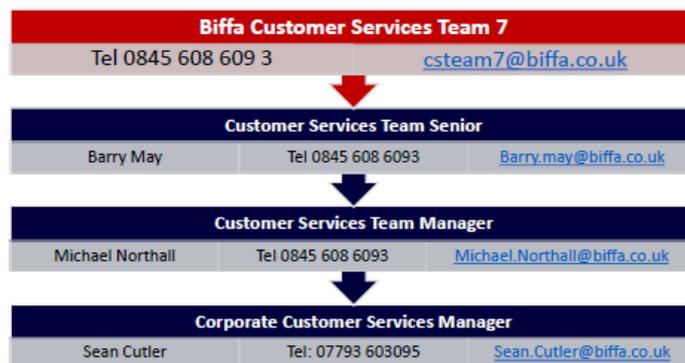
ENVIRONMENTAL BRIEFING

Biffa Waste – Escalation Contacts

Introduction

Biffa provide non-hazardous waste management for most of our sites. If there are any issues with Biffa services on your site please use the escalation charts below. CS Team 7 escalation to be used for general waste and recycling waste queries. Tankers escalation to be used for any waste tanker related queries.

CS Team 7 Escalation Chart



Biffa Corporate Account Manager – Richard.smith@biffa.co.uk 07795 882 087

Tankers Escalation Chart



As a quick reminder – please ensure that NO Hazardous waste is disposed in Biffa General Waste or Recycling Bins.



Key Points

- Please utilise the escalation charts to resolve issues with Biffa Services.
- Please ensure that waste is correctly segregated between General Waste and Recycling Waste bins.
- Please ensure that hazardous waste, e.g. oils & oily rags etc, is not disposed in the General Waste or Recycling Bin.

For further details or information, please contact a member of the Sustainability Department.

Dear colleagues,

As we all know, Fostering Innovation is one of our new corporate values which reflects our vision of being a disruptive company, leveraging creativity, experimentation, and change as a fundamental part of our culture.

On this occasion, we would like to invite you to participate in the
Cemex EMEA Innovation Day
which will take place on **May 31 (9:00am – 11:00am UK time)**.

During the webinar, innovative solutions from our region will be presented, our leaders will share with us their vision regarding Innovation, and we will have a special invitee to elaborate on the Contech Industry.

Are you going to miss the event?

EMEA Smart Innovation Team

May 31, 2023

The language of the event is English

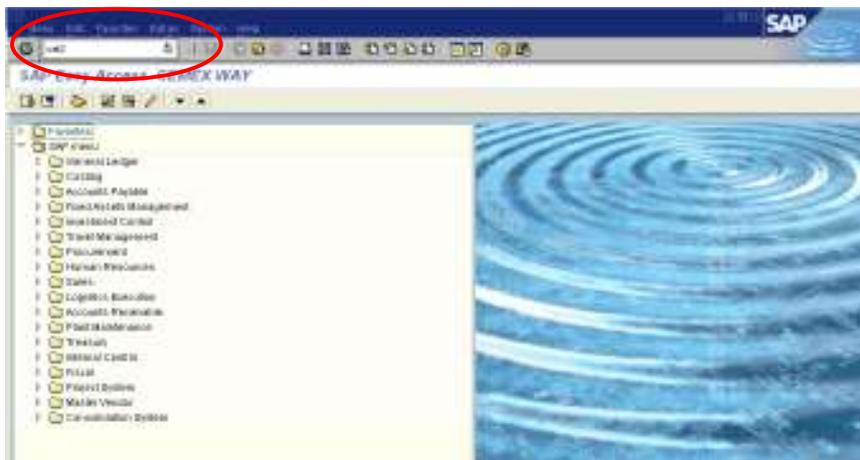
9:00am

Line Manager Guide for entering Sickness and Holidays in CAT2

Entering sickness and holidays for your direct reports

1. Log into SAP
2. Type CAT2 into the prompt command box in the top left hand corner of the screen and press Return on your keyboard.

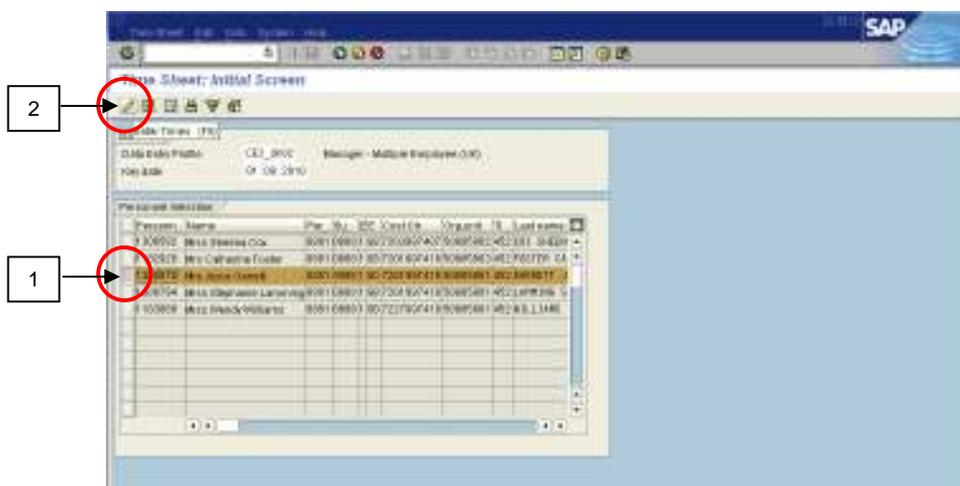
(If you are unable to see the prompt command box, click on the arrow button  which is the second icon from the left and the box will open)



3. This screen should list all the people that report to you. If any of your direct reports are missing, please contact HRservicesuk@cemex.com so that this can be corrected.

Highlight the line for the person that you need to enter a holiday or sickness for, by clicking in the box to the left of the employee number (1).

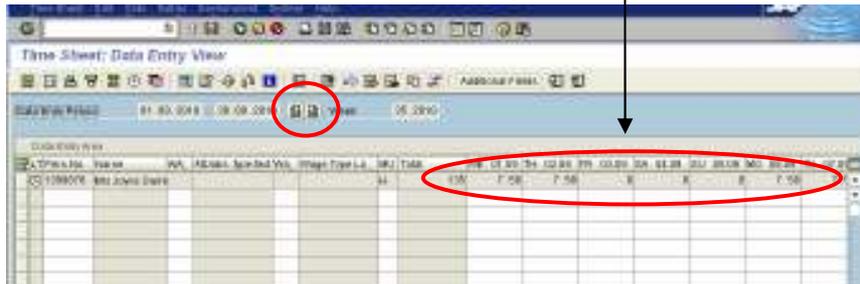
Click on the 'Enter Times' button  (2).



4. You are now in the employee's Data Entry screen for the current month. If you need to make an entry in a future month, use the 'Next Screen' button and to move to a previous month, use the 'Previous Screen' button, until you find the month you need.



The rows at the top of the sheet show the employee's contracted work hours for each day of the month. If this is not right, please contact HR Services so that it can be corrected.



5. To make an entry, type the employee number in the first empty white box in the 'Pers No' column. Follow this row along and enter the absence code in the 'A/A' column.

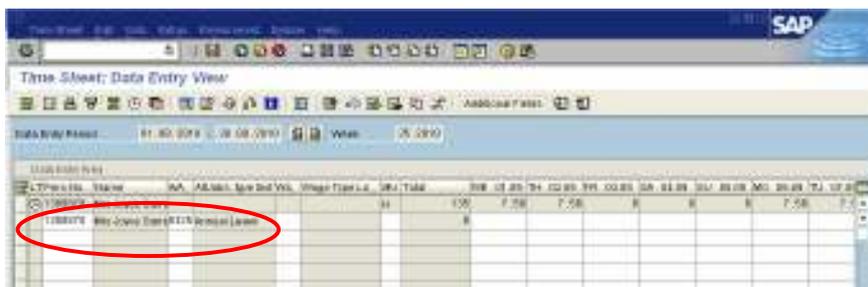
- 0325 for Annual Leave
 - 0200 for Short Term Sickness (up to 30 calendar days)
- Do not use any other code for recording annual leave or sickness.

You should not enter any other type of absence or attendance code without reference to one of the Time and Attendance Policies eg Bereavement Leave. For advice contact HR Services.

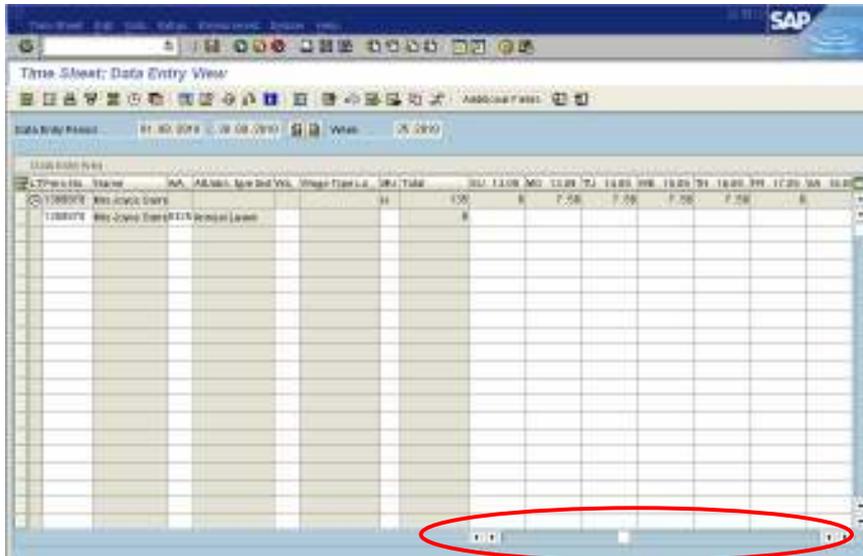
Press Return on your keyboard to check that you have selected the correct absence type.

You should inform HR Admin by email (HRAdminUK@cemex.com) of any employee who is absent from work for 30 calendar days and over. They will enter the data in CAT2 on your behalf. This is because different absence codes need to be used to ensure the employee is paid correctly. You will need to keep HRAdminUK@cemex.com regularly informed throughout the period of absence.

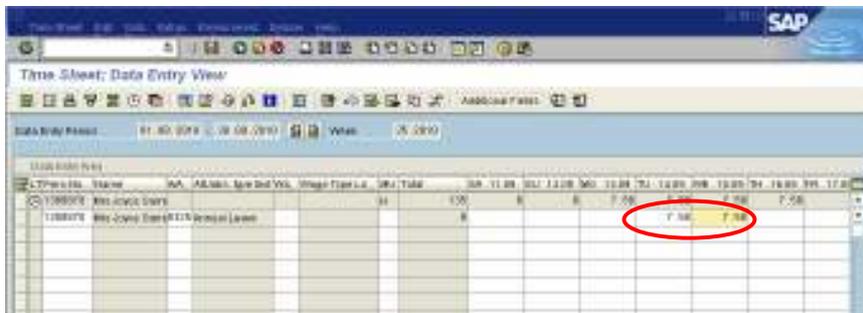
Remember to send supporting sick notes and Return to Work Interview Forms for all sickness absences to the HRAdminUK@cemex.com) without delay.



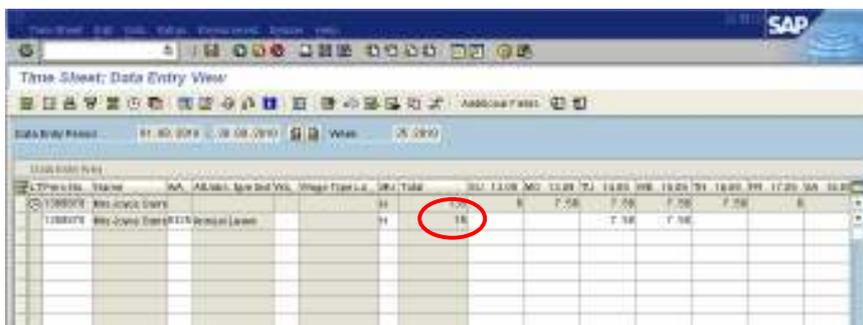
6. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.



7. Enter the number of hours taken as holiday or sickness on each day. If the employee will be absent for the full day, you should enter the same number of hours as shown in the contracted hours field for that day. If the employee is absent for half a day, enter half the number of hours shown in the contracted hours field.



8. Press Return on your keyboard. You will see that the 'Total' column now shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

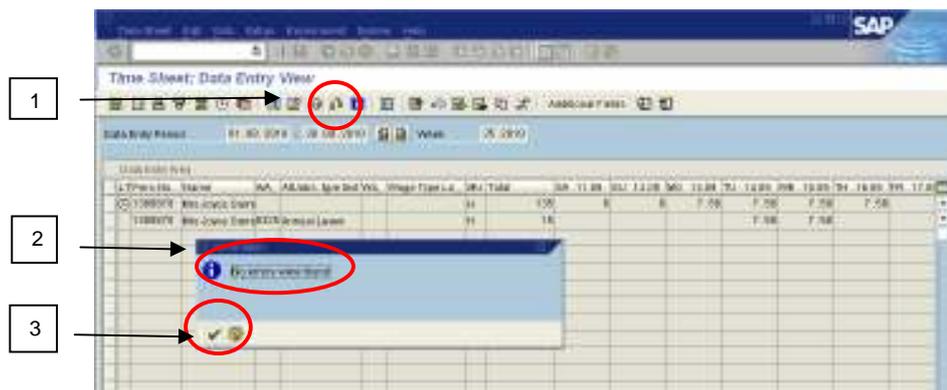


HUMAN RESOURCES

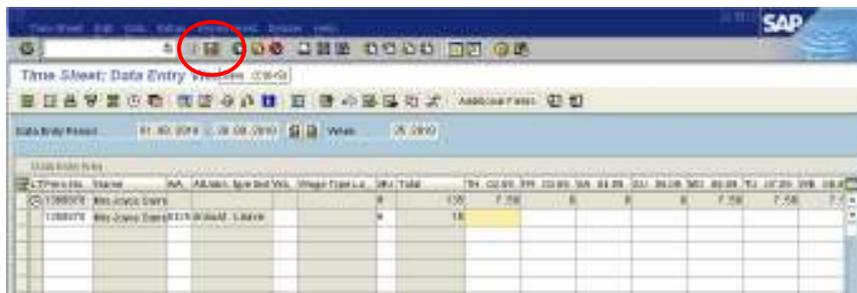
9. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button  (1). This button also checks the employee's holiday balance to ensure that they are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick  (3).

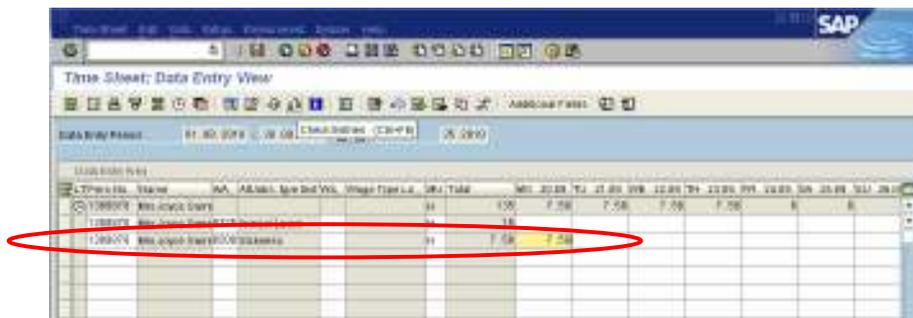
If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Services.



10. Click on the 'Save' button  at the top of the screen. A message at the bottom of the screen will confirm that your entries have been saved.

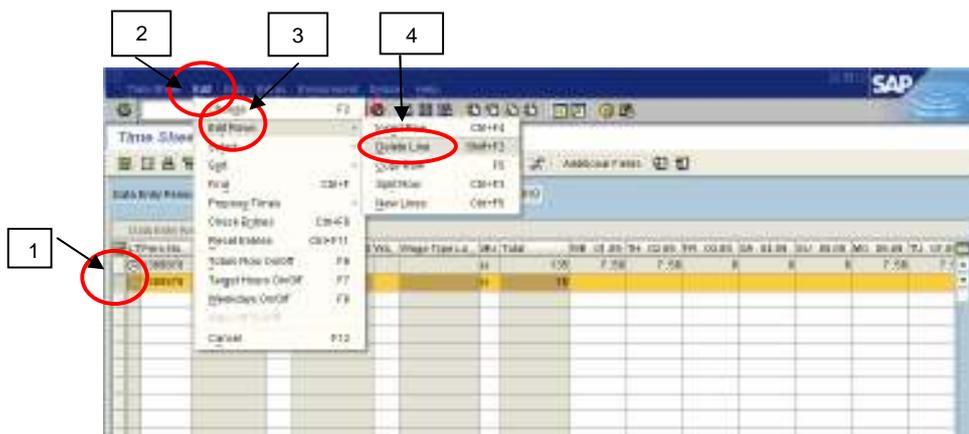


11. You can only enter one type of absence on a line, so if for example you have recorded a holiday, but also need to record sickness for the same employee, use the next empty line to enter the sick days by following steps 4-9 again, before you save the time sheet.

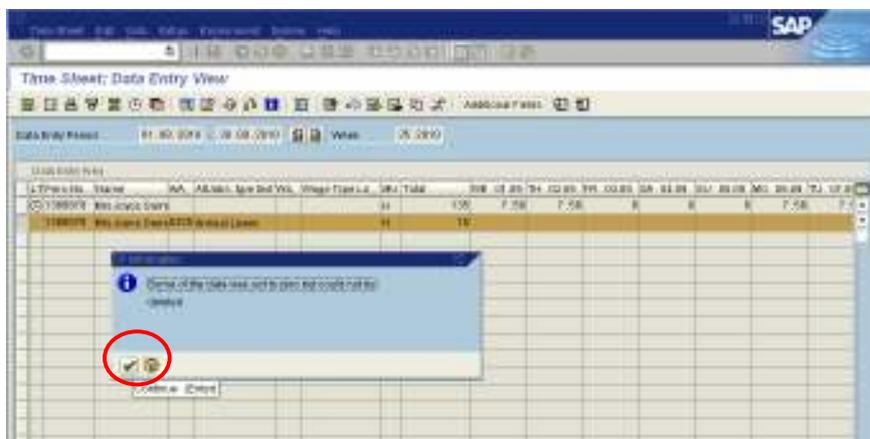


Changing sickness and holidays for your direct reports

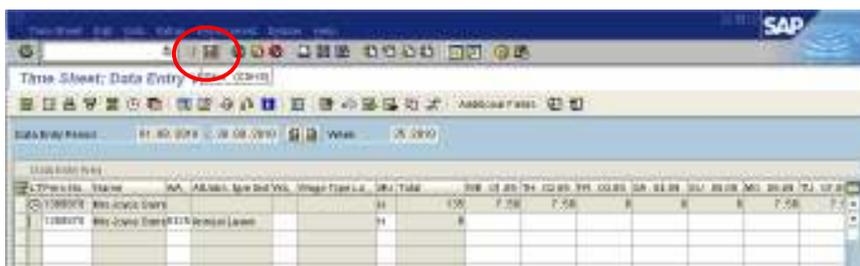
1. If you need to delete a whole line in CAT2, go back into the Employee's Time Sheet, and highlight the line that you need to remove, by clicking in the box at the far left hand side of the row (1). Then, using the tool bar at the top of the screen, click on 'Edit' (2), then 'Edit Rows' (3) and 'Delete Line' (4).



2. The following message will appear. Click on the green tick. This will change all the hours that you have entered on that line to zero.



3. Check that the 'Total' field has changed to zero. Then click on 'Save'. This line should eventually disappear from the Time Sheet.



If you need to change an entry (for example a direct report changes their holiday dates,) go back into the Employee's Time Sheet, find the row that you want to amend and scroll along until you find the day(s) that you need to update and then click in this field. Use your key board to delete or change the entry.

Remember to use the 'Check Entries' button  to make sure that the changes you have made do not clash with other entries and that holiday entitlements have not been exceeded.

Then 'Save'  the changes you have made.

Checks and Reports

Around the 14th of each month you will receive an email notifying you that the payroll deadline is imminent. You will need to ensure that all your CAT2 entries are up to date before the end of the day.

You will receive a further email which lists all the absences for your direct reports that have been entered into CAT2 for the month.

You must check this list of absences to make sure it is correct and nothing is missing. Please contact HRAdminUK@cemex.com straight away with any queries.

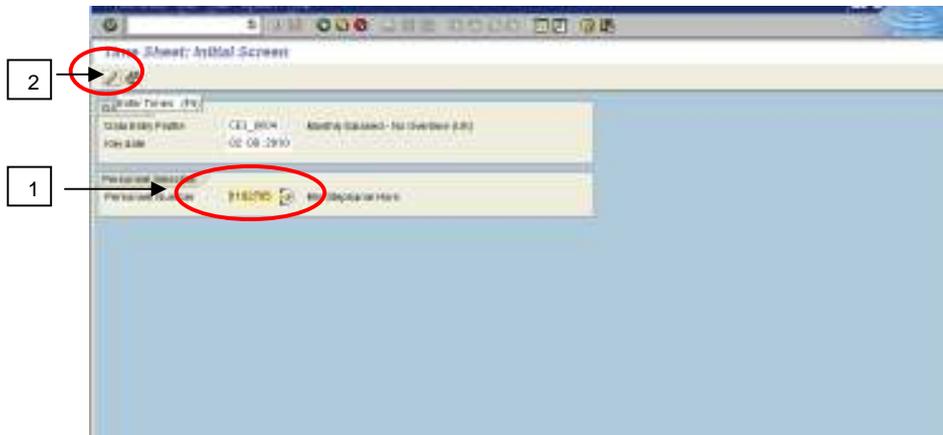
Line managers can also request a calendar which shows the absences that have entered in CAT2 for their direct reports.

To do so please e-mail your request to HRAdminUK@cemex.com

HUMAN RESOURCES

4. The 'Personnel Number' field should automatically state your 7 digit payroll number. If this field is empty, you need to enter your payroll number (1) and then press Return on your keyboard.

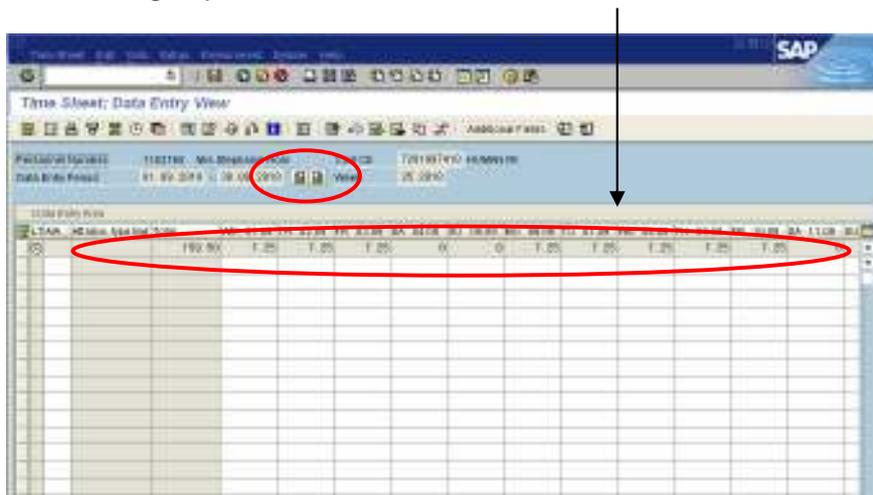
Click on the 'Enter Times' button  (2).



5. You are now in your Data Entry screen for the current month. If you need to make an entry in a future month, use the 'Next Screen' button and to move to the previous month, use the 'Previous Screen' button, until you find the month you need.  

Although you can scroll forward several months ahead so that you can enter future holidays, you can only scroll back as far as the previous month. If you need to enter an absence that occurred earlier than the previous month, you will need to ask your line manager to either enter this on your behalf or to arrange for a Time Administrator or HR Services to make the entry.

The rows at the top of the sheet show your contracted work hours for each day of the month. If this is not right, please contact HR Services so that it can be corrected.



HUMAN RESOURCES

6. Type the absence type into the first empty white box in the A/A column.

0325 for Annual Holiday

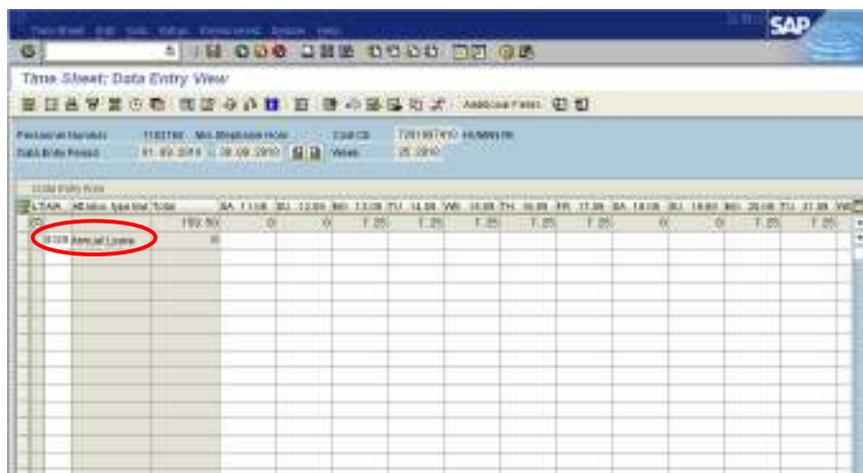
0200 for Sickness

Do not use any other code for annual holiday or sickness

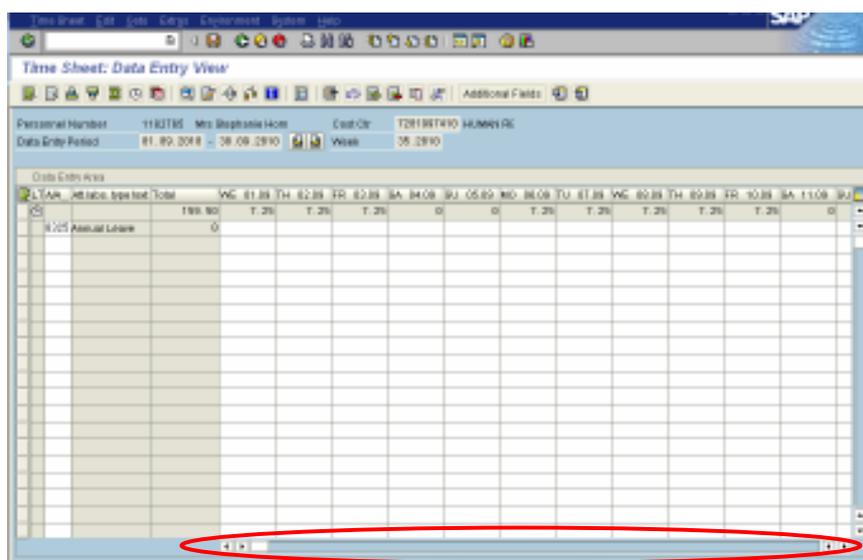
You should not enter any other type of absence or attendance code unless this is specifically agreed with your line manager after reference to one of the Time and Attendance Policies eg Bereavement Leave.

Remember also that you need to get your annual holidays authorised by your line manager before you enter them in CAT2.

Press Return on your keyboard and check the absence code description is correct.

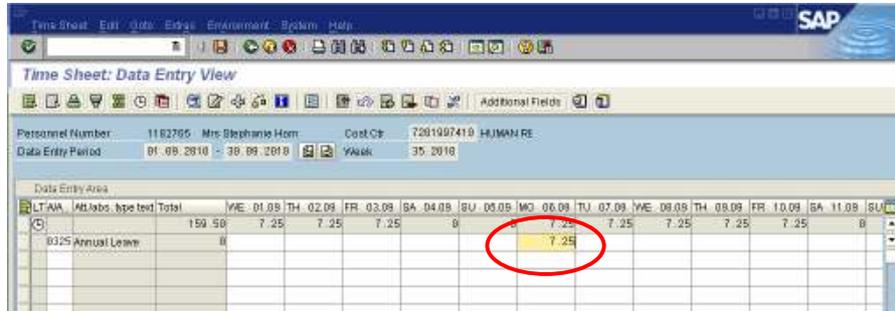


7. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.

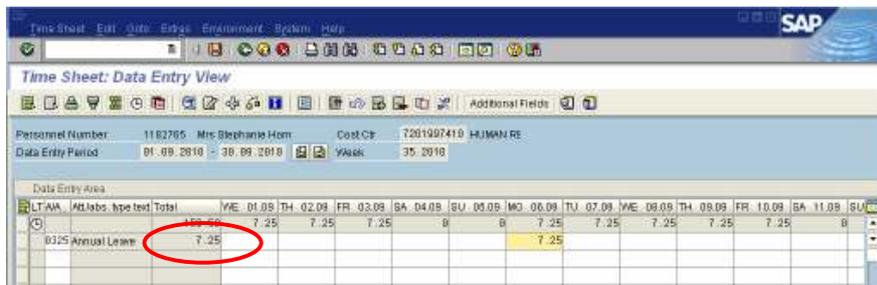


HUMAN RESOURCES

8. Enter the number of hours taken as holiday or sickness on each day. If you will be absent for the full day, you should enter the same number of hours as shown in the contracted hours field for that day. If you are absent for half a day, enter half the number of hours shown in the contracted hours field.

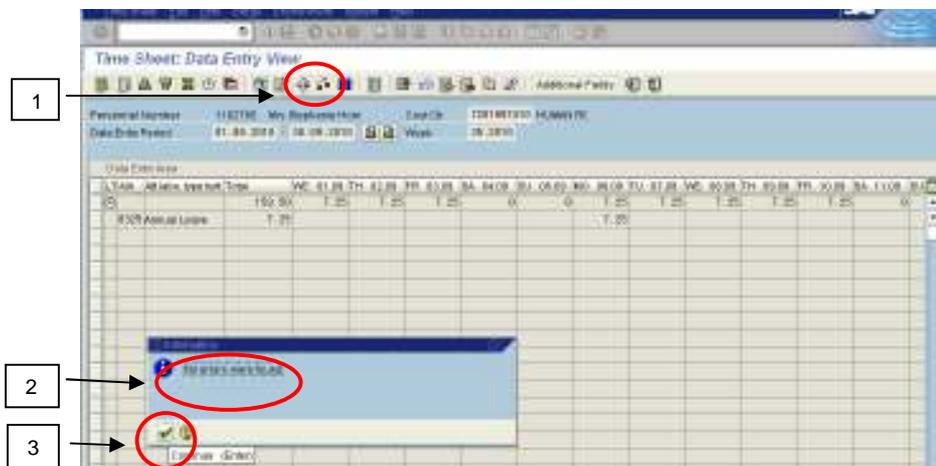


9. Press Return on your keyboard. You will see that the 'Total' column shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

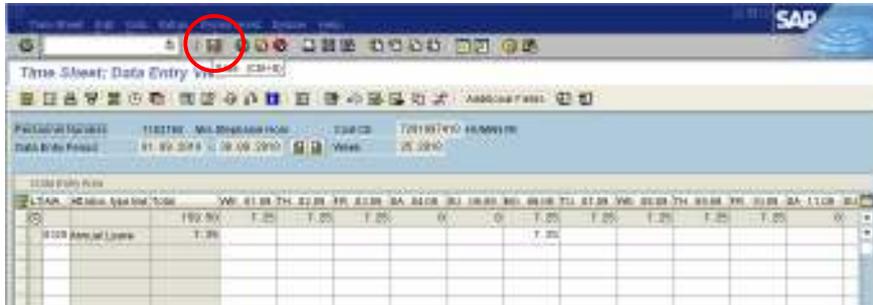


10. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button (1). This button also checks your holiday balance to ensure that you are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick (3). If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Services.



11. Click on the 'Save'  button at the top of the screen. A message will confirm that your entries have been saved.



Note: If you need to enter absence for your direct reports after you have entered absence for yourself, you will need to end your SAP session and begin a new one so that the Data Entry Profile reverts back to the CEX_UK02 line manager profile.

To contact HR Services

E-mail: HRServicesUK@cemex.com
Telephone: 0114 392 1234

HR Administration

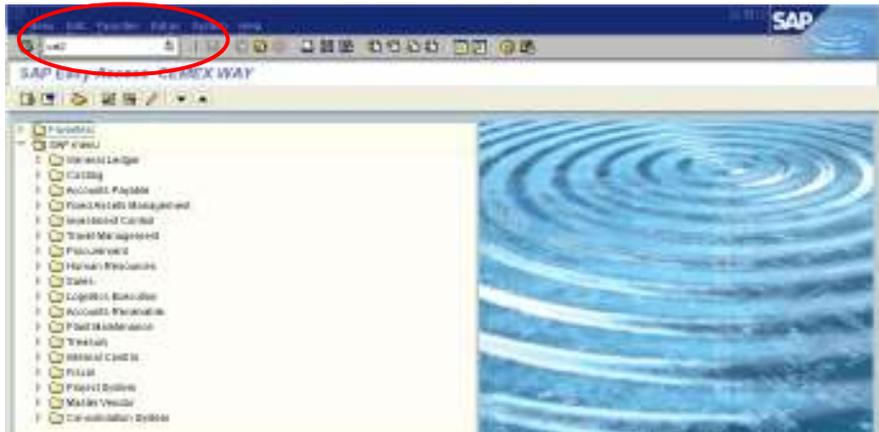
Send any sick notes or return to work forms here:

HRAdminUK@cemex.com

Employee Guide for entering Sickness and Holidays in CAT2

1. Log into SAP
2. Type CAT2 into the prompt command box in the top left hand corner of the screen and press Return on your keyboard.

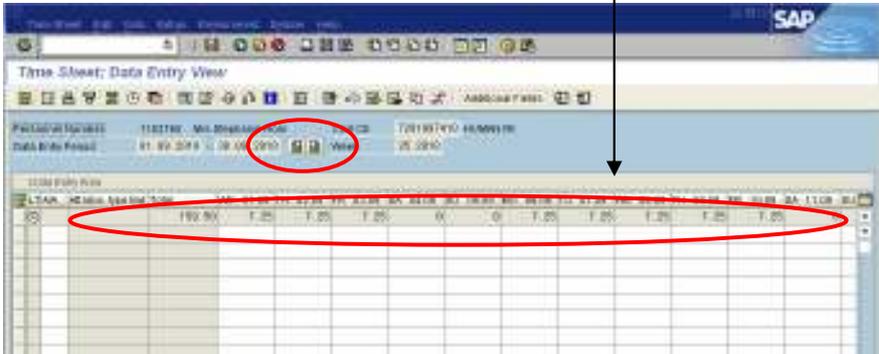
(If you are unable to see the prompt command box, click on the arrow button  which is the second icon from the left and the box will open)



2. You are now in your Data Entry screen for the current month. If you need to make an entry in a future month, use the 'Next Screen' button and to move to the previous month, use the 'Previous Screen' button, until you find the month you need.  

Although you can scroll forward several months ahead so that you can enter future holidays, you can only scroll back as far as the previous month. If you need to enter an absence that occurred earlier than the previous month, you will need to ask your line manager to either enter this on your behalf or to arrange for a Time Administrator or HR Services to make the entry.

The rows at the top of the sheet show your contracted work hours for each day of the month. If this is not right, please contact HRServicesUK@cemex.com so that it can be corrected.



HUMAN RESOURCES

6. Type the absence type into the first empty white box in the A/A column.

0325 for Annual Holiday

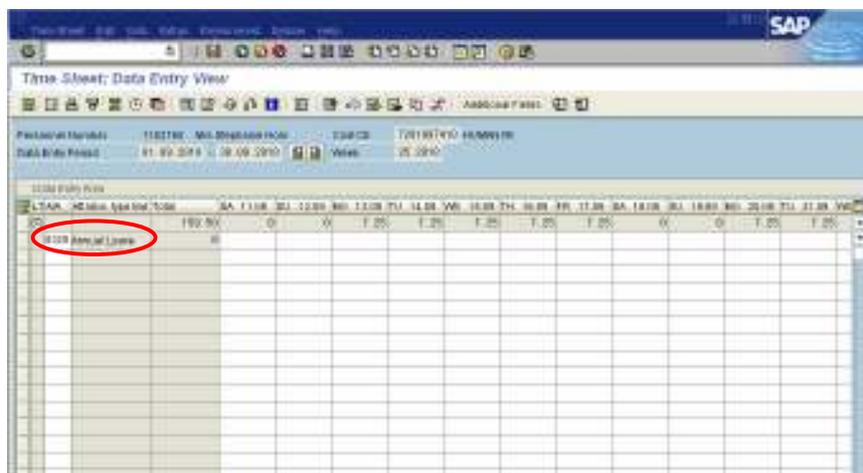
0200 for Sickness

Do not use any other code for annual holiday or sickness

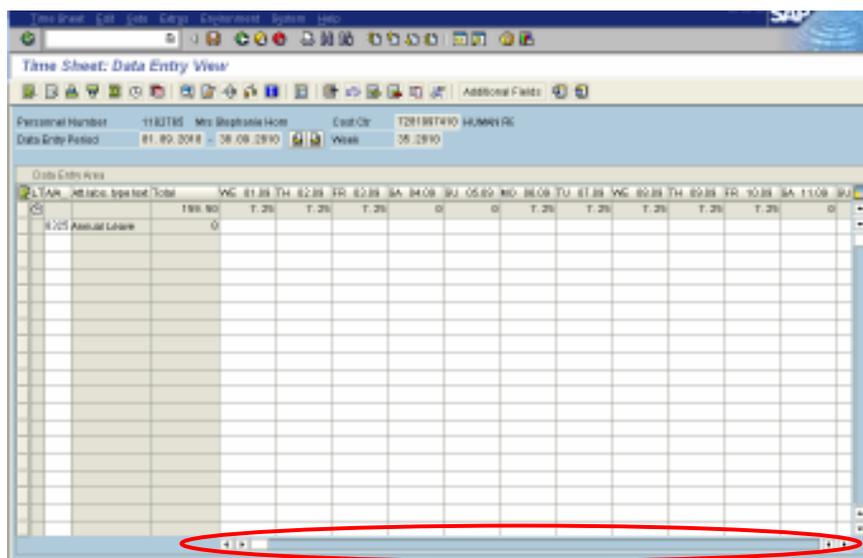
You should not enter any other type of absence or attendance code unless this is specifically agreed with your line manager after reference to one of the Time and Attendance Policies eg Bereavement Leave.

Remember also that you need to get your annual holidays authorised by your line manager before you enter them in CAT2.

Press Return on your keyboard and check the absence code description is correct.

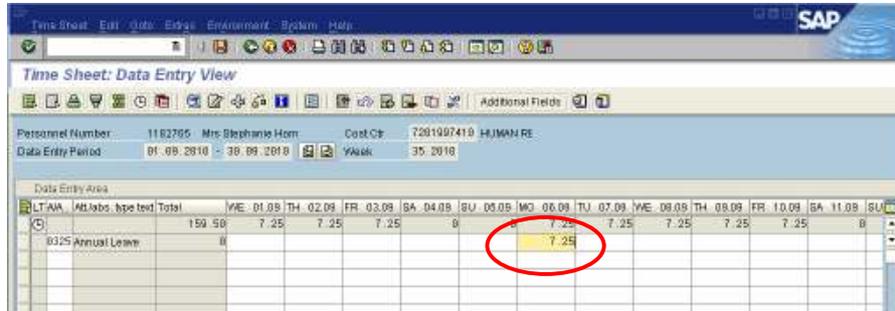


7. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.

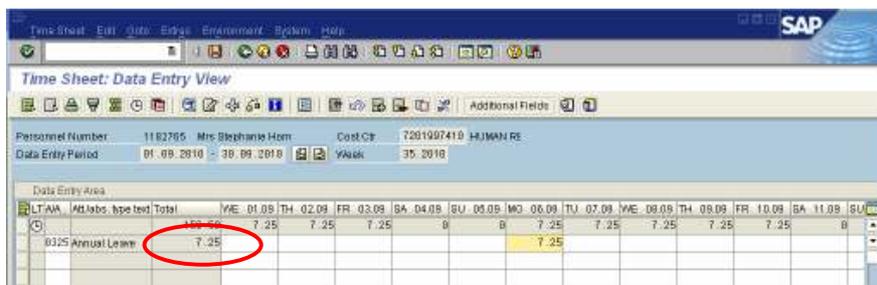


HUMAN RESOURCES

8. Enter the number of hours taken as holiday or sickness on each day. If you will be absent for the full day, you should enter the same number of hours as shown in the contracted hours field for that day. If you are absent for half a day, enter half the number of hours shown in the contracted hours field.

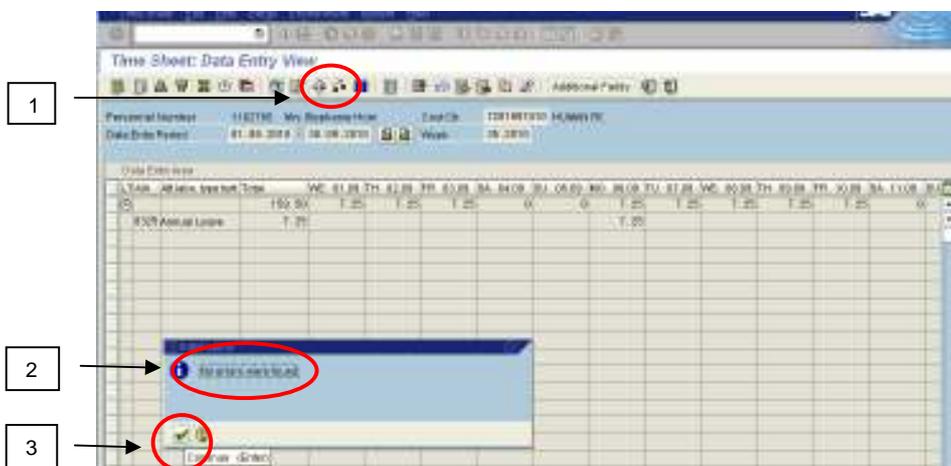


9. Press Return on your keyboard. You will see that the 'Total' column shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

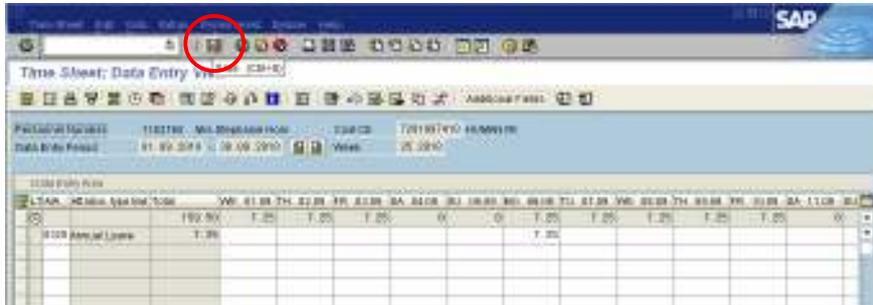


10. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button (1). This button also checks your holiday balance to ensure that you are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick (3). If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Services.



11. Click on the 'Save'  button at the top of the screen. A message will confirm that your entries have been saved.



Overview

If you want to understand how many holidays you have recorded in CAT2 please contact HR Services

To contact HR Services

E-mail: HRServicesUK@cemex.com

Alternatively, If you would prefer to speak to someone you can contact the TCS helpdesk by telephone: 0114 392 1234

HR Administration Team UK

Send sick notes and Return to Work Interview Forms here

HRAdminuk@cemex.com

Time Administrator Guide for entering Sickness and Holidays in CAT2

Entering sickness and holidays on behalf of your designated employees

1. Log into SAP
2. Type CAT2 into the prompt command box in the top left hand corner of the screen and press Return on your keyboard.

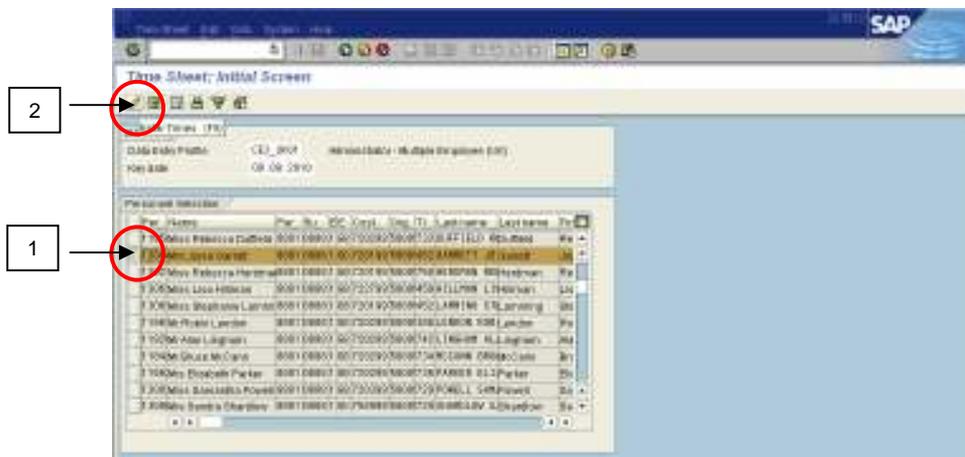
(If you are unable to see the prompt command box, click on the arrow button  which is the second icon from the left and the box will open)



3. This screen should list all the people that you look after time and attendance for. If anyone is missing, please contact HRServicesUK@cemex.com so that this can be corrected.

Highlight the line for the person that you need to enter a holiday or sickness for, by clicking in the box to the left of the employee number (1).

Click on the 'Enter Times' button  (2).

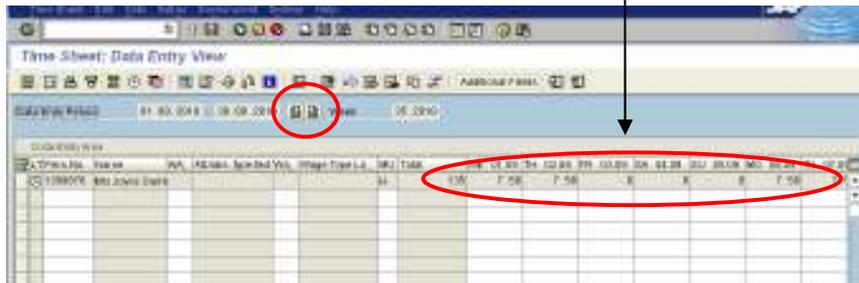


HUMAN RESOURCES

4. You are now in the employee's Data Entry screen for the current month. If you need to make an entry in a future month, use the 'Next Screen' button and to move to a previous month, use the 'Previous Screen' button, until you find the month you need.



The rows at the top of the sheet show the employee's contracted work hours for each day of the month. If this is not right, please contact HR Services so that it can be corrected.



5. To make an entry, type the employee number in the first empty white box in the 'Pers No' column. Follow this row along and enter the absence code in the 'A/A' column.

0325 for Annual Leave

0200 for Short Term Sickness (up to 30 calendar days)

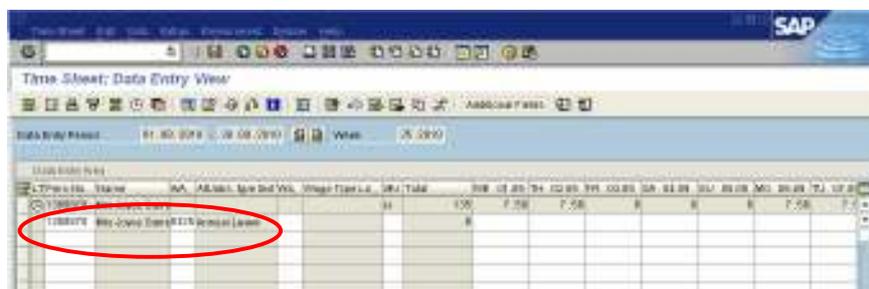
Do not use any other code for recording annual leave or sickness.

You should not enter any other type of absence or attendance code unless this is specifically agreed with the employee's line manager after reference to one of the Time and Attendance Policies eg Bereavement Leave.

Press Return on your keyboard to check that you have selected the correct absence type.

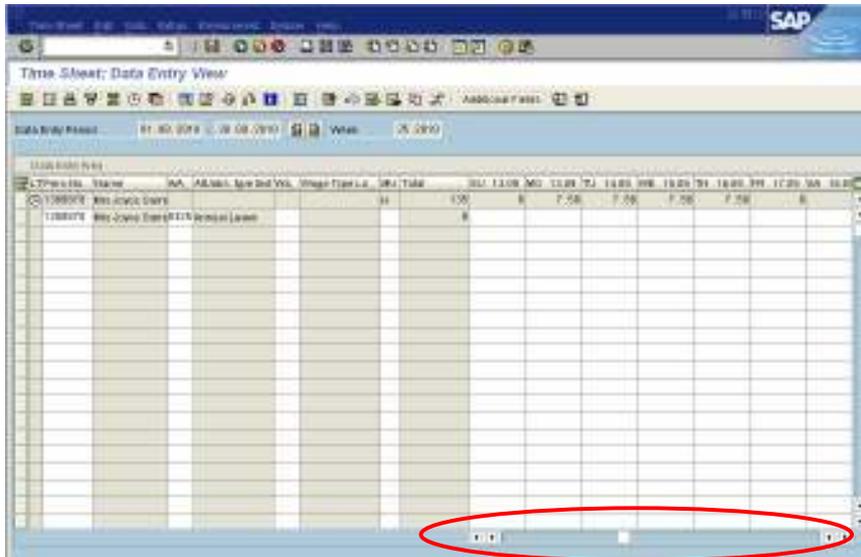
You should inform the HR Administration team by email (HRAdminUK@cemex.com) of any employee who is absent from work for 30 calendar days and over. They will enter the data in CAT2 on your behalf. This is because different absence codes need to be used to ensure the employee is paid correctly.

Remember to send all sick notes and Return to Work Interview Forms to HRAdminUK@cemex.com without delay.

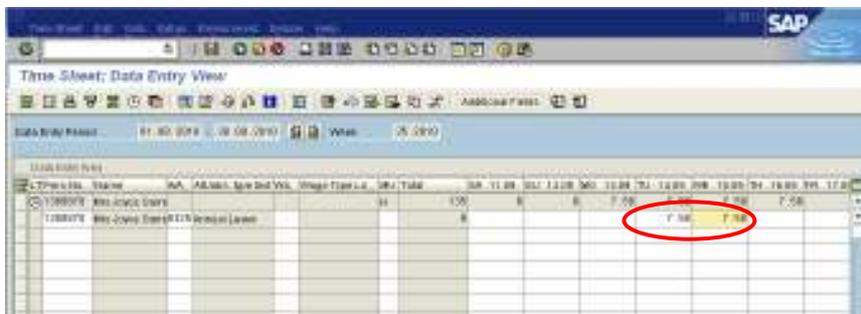


HUMAN RESOURCES

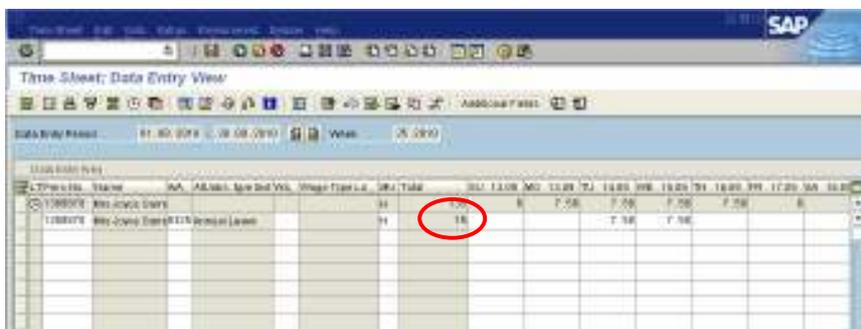
6. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.



7. Enter the number of hours taken as holiday or sickness on each day. If the employee will be absent for the full day, you should enter the same number of hours as shown in the contracted hours field for that day. If the employee is absent for half a day, enter half the number of hours shown in the contracted hours field.



8. Press Return on your keyboard. You will see that the 'Total' column now shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

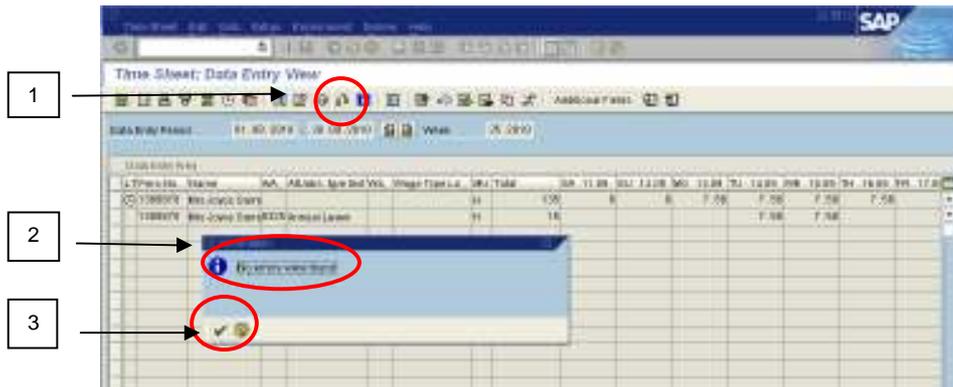


HUMAN RESOURCES

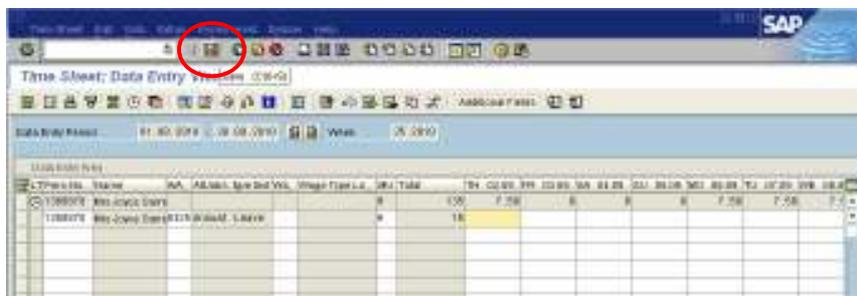
9. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button  (1). This button also checks the employee's holiday balance to ensure that they are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick  (3).

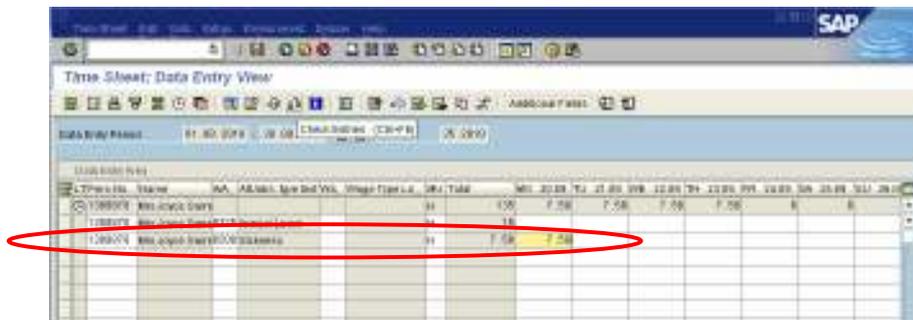
If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Services.



10. Click on the 'Save' button  at the top of the screen. A message at the bottom of the screen will confirm that your entries have been saved.

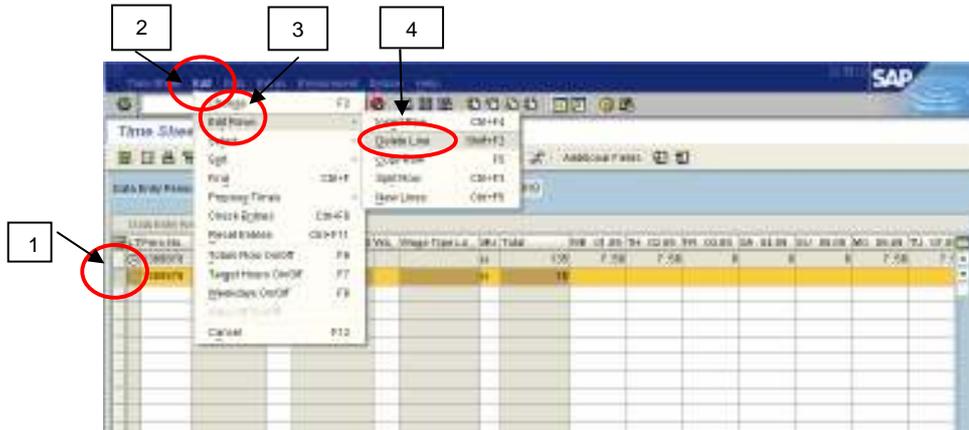


11. You can only enter one type of absence on a line, so if for example you have recorded a holiday, but also need to record sickness for the same employee, use the next empty line to enter the sick days by following steps 4-9 again, before you save the time sheet.

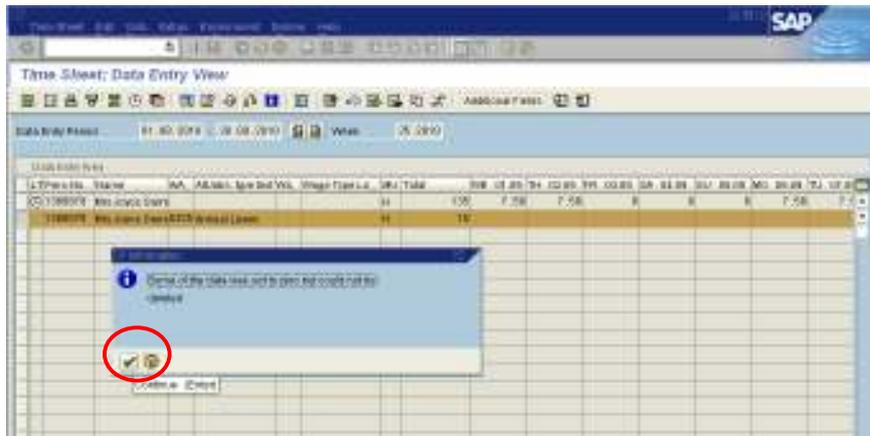


Changing sickness and holidays for your designated employees

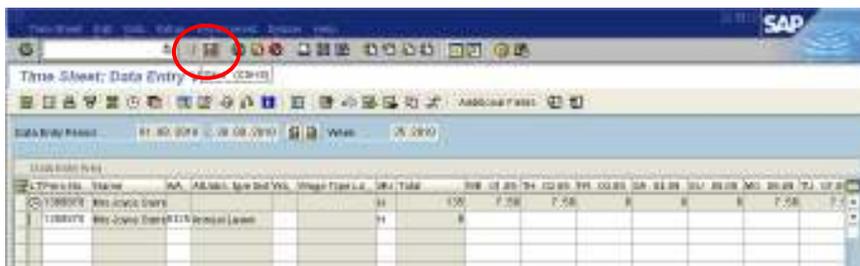
1. If you need to delete a whole line in CAT2, go back into the Employee's Time Sheet, and highlight the line that you need to remove, by clicking in the box at the far left hand side of the row (1). Then, using the tool bar at the top of the screen, click on 'Edit' (2), then 'Edit Rows' (3) and 'Delete Line' (4).



2. The following message will appear. Click on the green tick. This will change all the hours that you have entered on that line to zero.



3. Check that the 'Total' field has changed to zero. Then click on 'Save'. This line should eventually disappear from the Time Sheet.



HUMAN RESOURCES

If you need to change an entry (for example, someone changes their holiday dates,) go back into the employee's Time Sheet, find the row that you want to amend and scroll along until you find the day(s) that you need to update and then click in this field. Use your key board to delete or change the entry.

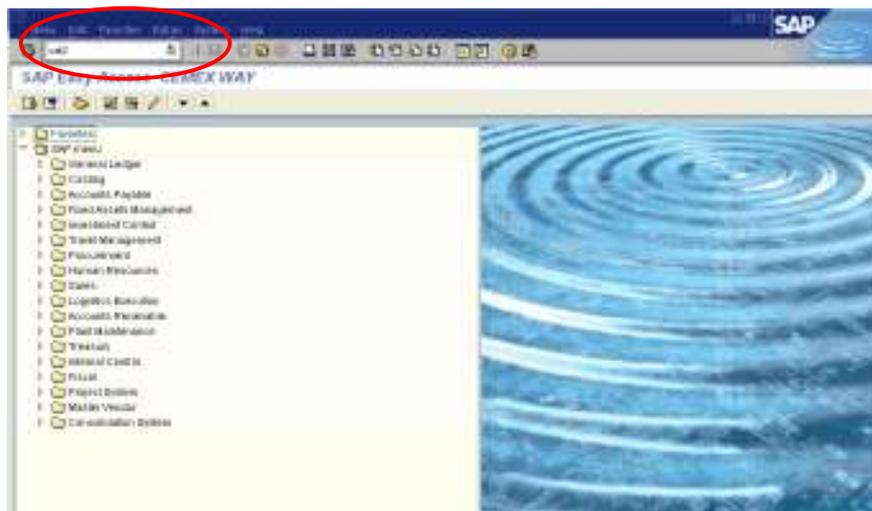
Remember to use the 'Check Entries' button  to make sure that the changes you have made do not clash with other entries and that holiday entitlements have not been exceeded.

Then 'Save'  the changes you have made.

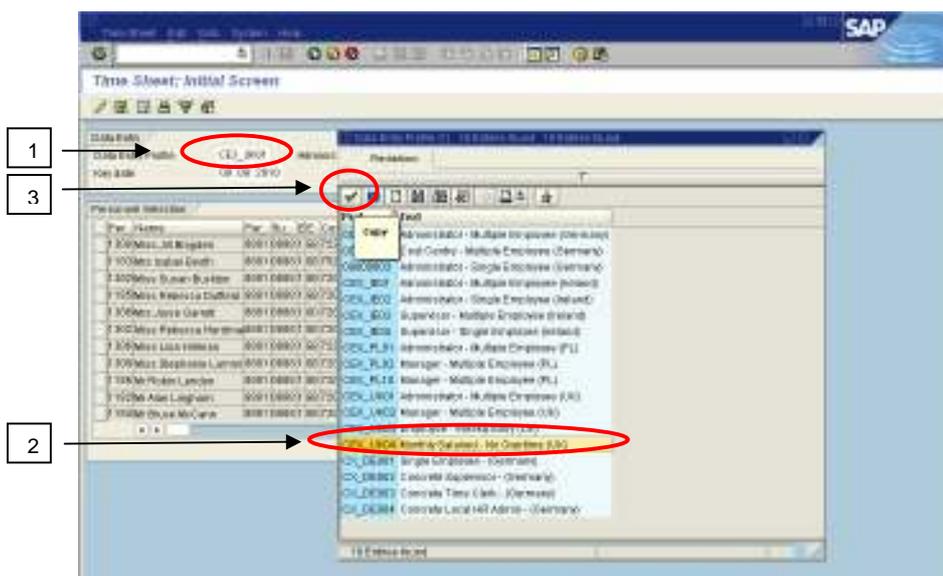
Entering your own sickness and holidays

1. Log into SAP
2. Type CAT2 into the prompt command box in the top left hand corner of the screen and press Return on your keyboard.

(If you are unable to see the prompt command box, click on the arrow button  which is the second icon from the left and the box will open)



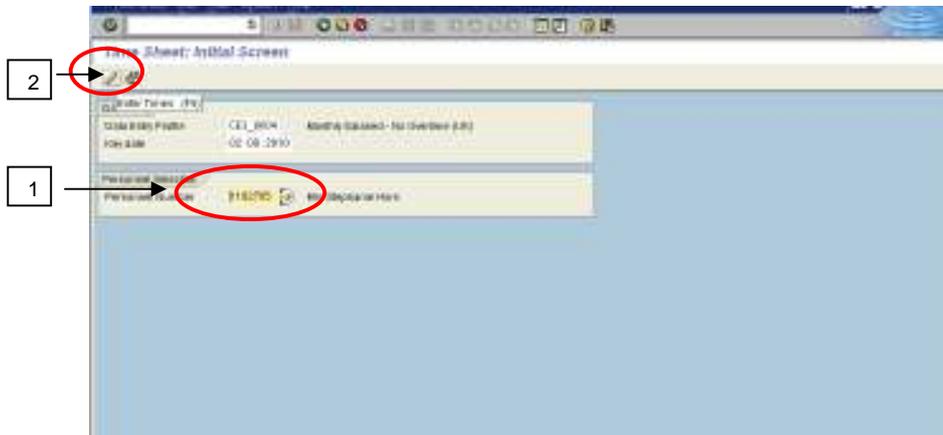
3. You need to change the 'Personnel Selection' on this screen from your designated employees to you. To do this, click in the 'Data Entry Profile' field, and then click on the icon  that will appear to the right of the field (1). Highlight the line CEX_UK04 by clicking on it (2) and then click on the green tick  (3). Press Return on your keyboard.



HUMAN RESOURCES

4. The 'Personnel Number' field should automatically state your 7 digit payroll number. If this field is empty, you need to enter your payroll number (1) and then press Return on your keyboard.

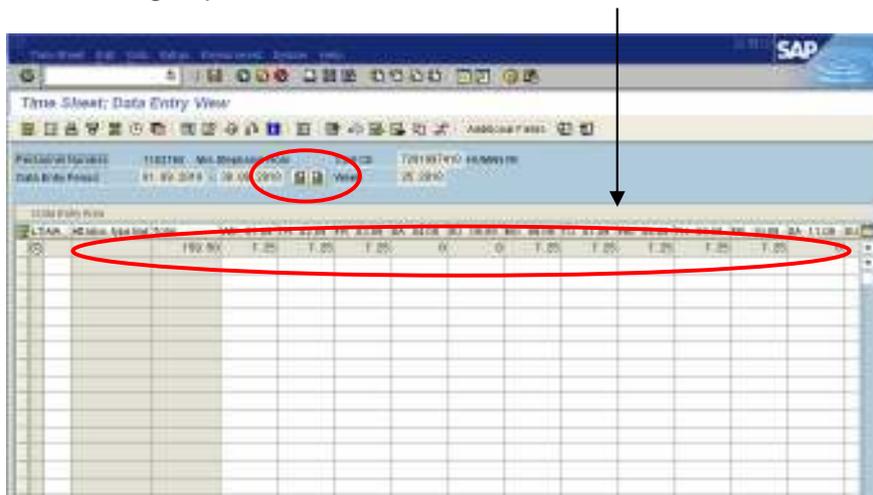
Click on the 'Enter Times' button  (2).



5. You are now in your Data Entry screen for the current month. If you need to make an entry in a future month, use the 'Next Screen' button and to move to the previous month, use the 'Previous Screen' button, until you find the month you need.  

Although you can scroll forward several months ahead so that you can enter future holidays, you can only scroll back as far as the previous month. If you need to enter an absence that occurred earlier than the previous month, you will need to ask your line manager to either enter this on your behalf or to arrange for HR Services to make the entry.

The rows at the top of the sheet show your contracted work hours for each day of the month. If this is not right, please contact HR Services so that it can be corrected.



HUMAN RESOURCES

6. Type the absence type into the first empty white box in the A/A column.

0325 for Annual Holiday

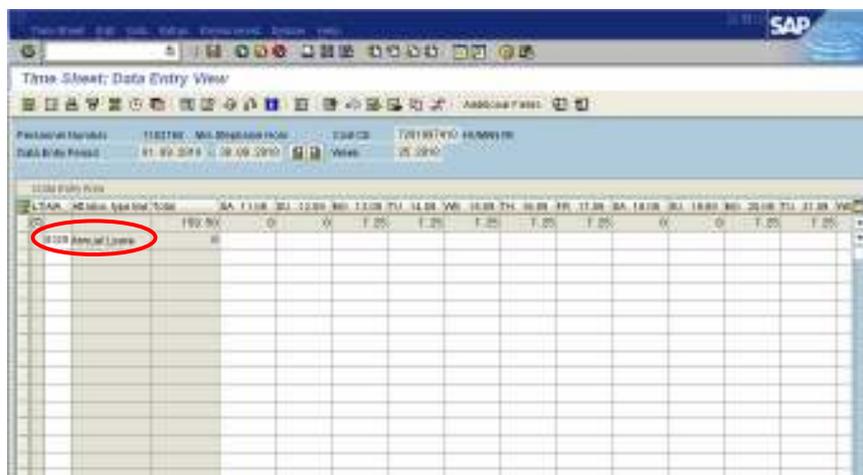
0200 for Sickness

Do not use any other code for annual holiday or sickness

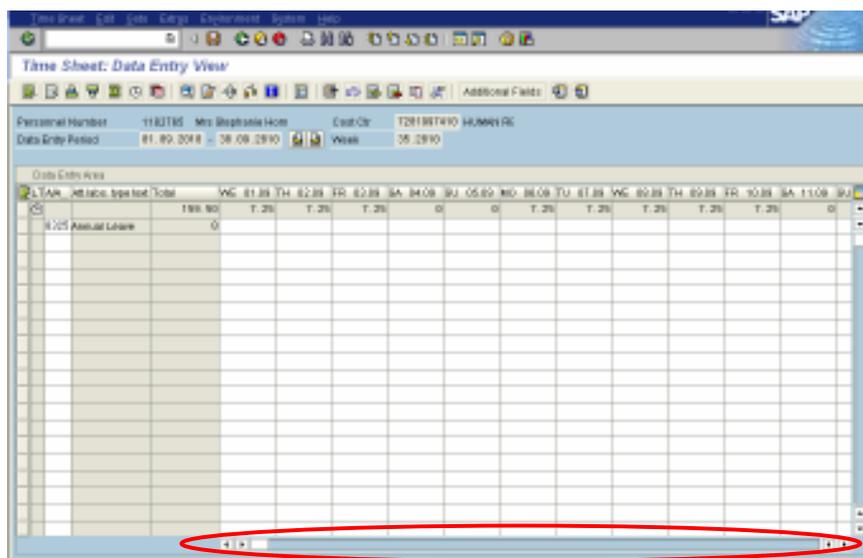
You should not enter any other type of absence or attendance code unless this is specifically agreed with your line manager after reference to one of the Time and Attendance Policies eg Bereavement Leave.

Remember also that you need to get your annual holidays authorised by your line manager before you enter them in CAT2.

Press Return on your keyboard and check the absence code description is correct.

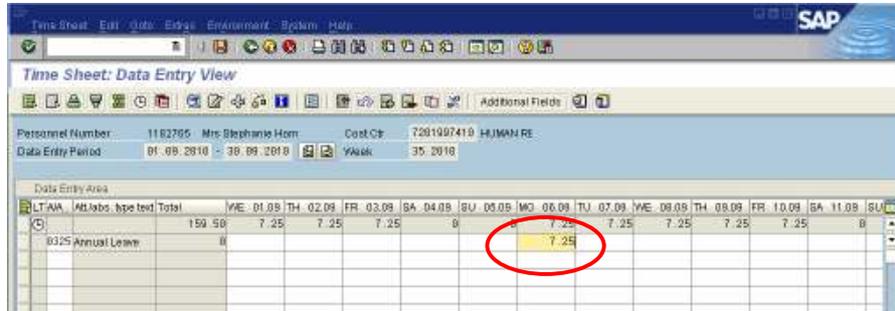


7. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.

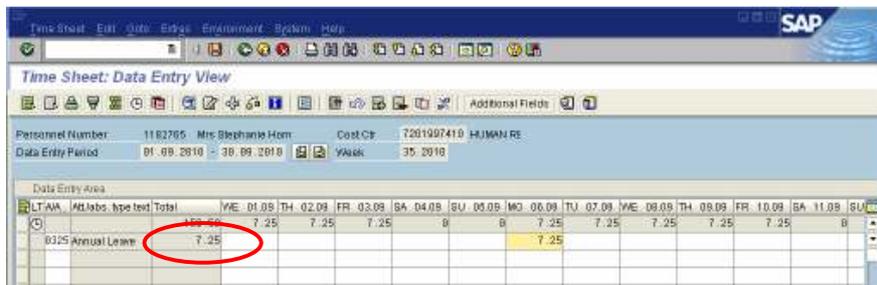


HUMAN RESOURCES

8. Enter the number of hours taken as holiday or sickness on each day. If you will be absent for the full day, you should enter the same number of hours as shown in the contracted hours field for that day. If you are absent for half a day, enter half the number of hours shown in the contracted hours field.

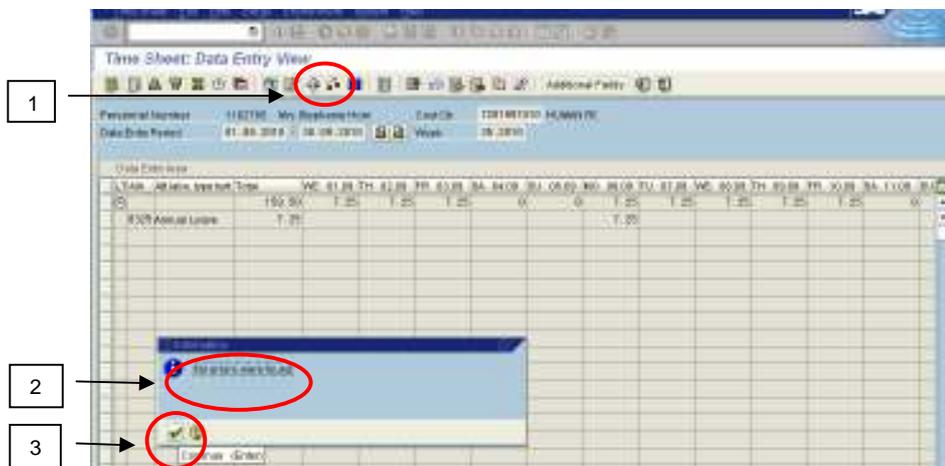


9. Press Return on your keyboard. You will see that the 'Total' column shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

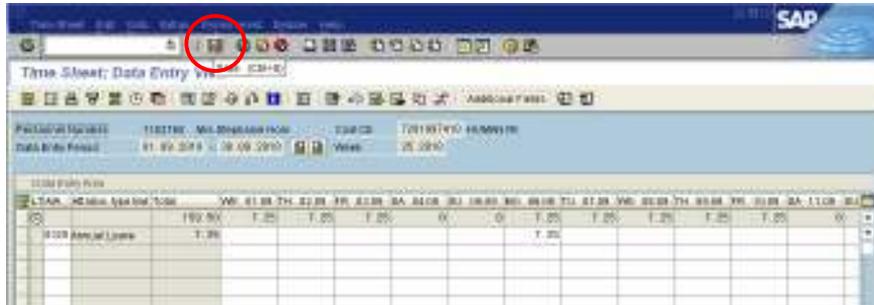


10. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries'  button (1). This button also checks your holiday balance to ensure that you are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick  (3). If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Services.



11. Click on the 'Save'  button at the top of the screen. A message will confirm that your entries have been saved.



Note: If you need to enter absence for your designated employees after you have entered absence for yourself, you will need to end your SAP session and begin a new one so that the Data Entry Profile reverts back to the CEX_UK01 Administrator profile.

Overview

If you want to understand how many holidays you have recorded in CAT2 please contact HR Services

To contact HR Services

E-mail: HRServicesUK@cemex.com

Alternatively, If you would prefer to speak to someone you can contact the TCS helpdesk by telephone: 0114 392 1234

HR Administration Team UK

Send sick notes and Return to Work Interview Forms here
HRAdminUK@cemex.com