

A photograph of a modern commercial building with a large, dark, rectangular sign on its exterior wall. The sign features the word "INSTARMAC" in large, bold, white, italicized capital letters. The building has a glass facade on the left side and a brick section on the right. A person is visible on the roof of the building. The foreground shows a grassy area with several small, dark, rectangular objects, possibly light fixtures or planters, and a paved area. The sky is clear and blue.

INSTARMAC

**Instarmac
Candidate
Pack**

Contents

Who we are	Page 2
What do we do	Page 3
Our Support Services	Page 4
Our Brands	Page 5
Our Values	Page 6 - 8
Our Benefits	Page 9
What our employees say about us	Page 10
Our Accreditations	Page 11
Corporate Social Responsibility	Page 12
Our Road to Recruitment	Page 13
How to find us	Page 14
Come and Work for Us	Page 15

Who we are

We are a multi award-winning market leading company. A specialist in the manufacture of cement and bitumen based products to the world market for nearly 40 years. We have built a solid reputation based on the research, development and production of innovative materials for use in highway maintenance, urban regeneration, tiling, commercial flooring and internal finishing sectors.

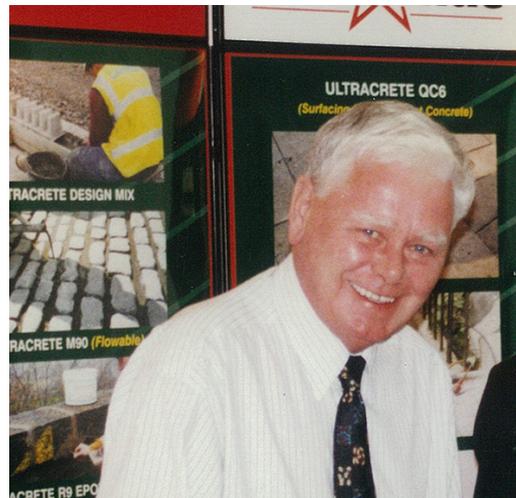
Let's go back to the beginning.....

Instarmac Repair Services Ltd, from the term *Instant Tarmac*, was **established in 1977**, after founder Charles "Charlie" Hudson purchased an innovative pothole repair material from Tiny Draper of Emcol Int. after seeing the product featured on **BBC's Tomorrow's World**. 1977 also saw us move to our first office - a 2000m² unit in Minworth, Staffordshire.

Over the next **20 years**, we **invested** in and **developed** our production capacity and introduced new brands to the business. Sales of all product ranges - highway maintenance, streetscape, tiling and flooring - **increased dramatically** and new premises were urgently needed to keep up with demand, and so, in **1998**, Instarmac Group plc **moved to a new site** in Kingsbury, Tamworth.

Over the next 10 years business grew so much, that in **2008** we moved to a **multi-million pound site** in Dordon, Tamworth. The site houses **state of the art** manufacturing processes, distribution, finance, export, sales, marketing and research and development.

Since then, the business has gone from strength to strength. We now sell to **30 different countries**, have a 35 strong **fleet**, employ **157 people** and have **6 product brands** - UltraCrete, UltraScape, UltraTile, UltraFloor, Wondertex and Granfix. We have also **exceeded a £44 million turnover**.



What do we do

We pride ourselves on being at the forefront of today's technology to provide our customers with innovative, proven and quality materials. We are committed to providing high specification products that are durable and independently tested, backed up by first-class customer, technical and sales support.

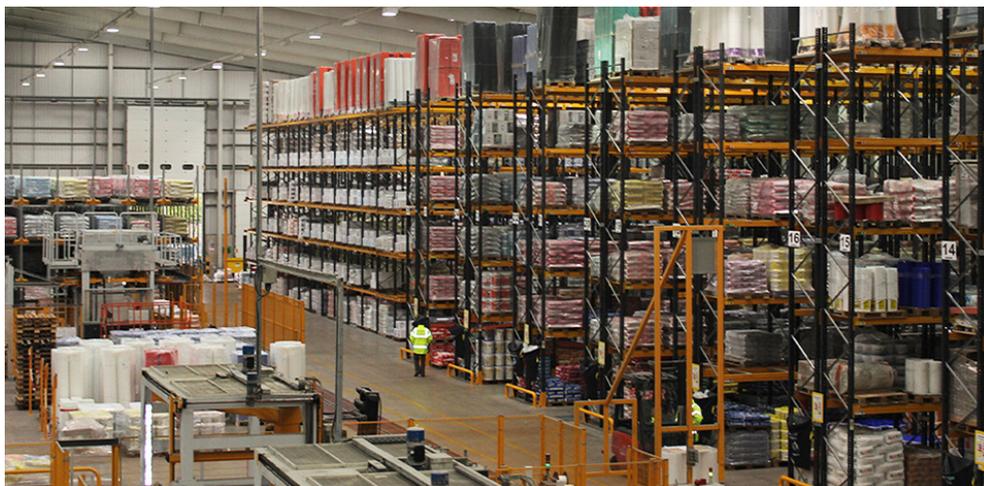
Manufacturing has always been at the heart of Instarmac and today products are produced in a modern automated facility and our 6 brands - UltraCrete, UltraScape, UltraTile, UltraFloor, Wondertex and Granfix - are sold to contractors, distributors and stockists worldwide.

Production and Warehouse...

Manufacturing has always been at the heart of Instarmac and today products are manufactured in a modern, state-of-the-art, automated facility to exacting standards.

As a business, we are always looking for ways to improve and to be at the forefront of today's technology. In recent years we have automated parts of Line 9 and installed a new Haver-Roto-Packer which increased capacity on this line from 300 bags per hour to 900-1000 bags per hour!

We have also introduced a VNA (Very Narrow Aisle) racking system which increased our storage capacity by 50%.

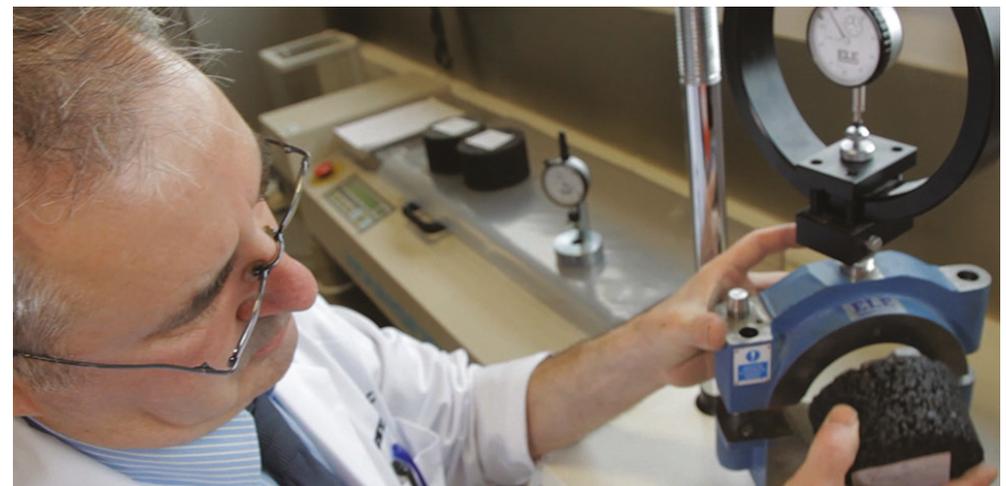


Research and Development....

Innovation, Research and Development are stimulated by the relationships with our customers. Listening to needs and providing real solutions, provides the backbone to our extensive product portfolio.

We invest in developing products and systems that solve today's highway maintenance, public scheme, tiling and commercial flooring installation problems, and aim to ensure these solutions are proven, trusted and durable. We put our products through rigorous testing to ensure they give the best performance in real life time situations.

Our own research and development laboratory means we can always be at the forefront of today's technology.



Our Support Services

Training and Support...

Our dedicated training team, with extensive practical knowledge, is always at our customer's disposal. We have modern, purpose built indoor and outdoor training areas, ideally suited for practical demonstrations and application methods to build product knowledge and confidence.



Supporting Departments...

Alongside these, are a number of supporting departments. These departments all work together to ensure we are always at the forefront of technology, provide first class service and support and provide a network of support for employees.

Technical

I.T.

Warehouse/Production

Transport

Finance

QHSE

Sales Co-ordinators

Purchasing

Marketing

Stock Control

HR

All working together to provide first class customer service and support.

Our Brands

Instarmac offers 6 brands to the world market, these are:

ULTRA CRETE



A range of proven and trusted highway maintenance materials, including a HAPAS Approved Manhole Reinstatement System, bedding mortars, high specification concretes, cold lay asphalt concretes, construction chemicals and ancillaries.

ULTRA SCAPE



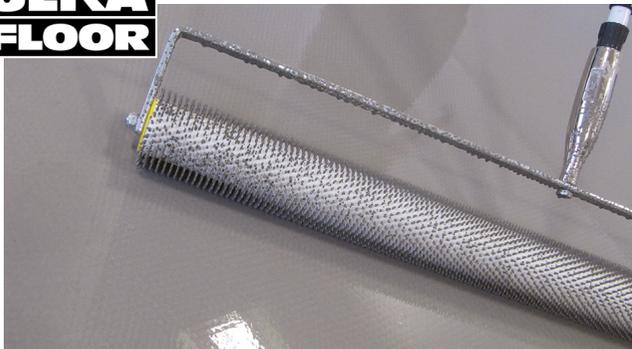
A BS 7533 compliant mortar paving system for rigid paving installations. The range includes high specification bedding mortars, slurry primer, rapid set flowable grout and a paving sealer.

ULTRA TILE



A range of ready mixed and cement based floor and wall tile adhesives. Completing the range is a selection of grouts, with matching silicones, primers and levelling compounds.

ULTRA FLOOR



A range of levelling and smoothing compounds, damp proof membranes and primers for all commercial flooring projects.

wondertex



A range of internal finishing solutions, to include drylining, decorative texturing and coving adhesive, expertly formulated for professional results.

GRANFIX PRODUCTS



Granfix - the latest addition to Instarmac - offers a comprehensive range of tile adhesives for wall and floor applications. The range is complimented by a selection of grouts and silicones.

Our Values

At Instarmac we believe in the dignity of hard work and the results that it produces. We believe that anything is possible for those who do more than is expected, make the extra effort and never give up. We also know the value of having fun in the workplace, that, when combined with hard work, makes successes more meaningful.

Work Hard...

Working hard means more than simply giving additional effort; it represents **attitude** and **desire**. It reflects a “**can do**” mentality, willingness to roll up your sleeves, and **solve problems**, and a need to get the job done right. Hard workers **set standards** and examples for others; they build **team spirit**, exhibit **passion** and **willingness** and are never satisfied. They know that nothing worthwhile is easy.

Here are some examples of how our employees demonstrate hard work:-

- Taking pride in their personal appearance and in the work they produce
- Are always on time and do not clock watch
- Present solutions rather than problems



Our Values

Have Fun...

A fun atmosphere encourages energetic, enthusiastic employees who want to come to work each day to enjoy each other's company. We sponsor employee engagement events and activities that support this ethos.

Together, working hard and having fun opens doors to achievement, success and fulfillment. Working hard and having fun show our potential, our character and our passion. They are proof that we care about what we do and who we are.

We expect our employees to get involved and demonstrate their commitment to our company and to one another. **If you cannot enjoy your work, you are in the wrong job!**



Our Values

Make a Difference...

Instarmac provides a wealth of opportunities and possibilities through which anyone can make a difference every day. Whether it's one person or one team, everyone has the capacity to **create positive and lasting change**.

There are countless examples of how our employees can make a difference in the workplace, here are just some:

- Challenge the status quo
- Drive change and continuous improvement
- Consistently asking “can we do better”



Our Benefits

Our list of benefits are extensive, some of the benefits we offer include:

Up to 29 days holiday in addition to the 8 bank holidays

100% Attendance Holiday Draw

This is our chance to reward employees who have completed a full year without any time off. The star prize is a 1 week holiday in our Tenerife Holiday Home, including 4 flights and £500 spending money!



Performance and Profit Related Pay (PPRP)

Paid in January, PPRP rewards all employees for their hard work and commitment to the company and their roles by sharing an element of the profit the company makes.

Private Medical Cover

We provide private medical insurance which gives you the best possible health care when you need it.



Dental Cover

Our Denplan scheme takes care of all your dental needs.

Non-Contributory Pension

Instarmac pays the equivalent of 5% of your basic salary into a pension scheme. This % increases the longer you work for Instarmac.



Life cover of £100,000

Holiday Homes

We have one holiday home in Los Cristianos, Tenerife and one in St. Minver, Padstow, Cornwall. Both are available free of charge and available to all employees who have passed probation. What's more, Instarmac also contribute to flight and fuel costs so your stay is even cheaper!



What our employees say about us

When we asked the question "Why do you love working at Instarmac", this is what our employees said....

"You don't get it easy but there is laughter and humour and the people make it all worthwhile, plus, when you do make a difference, you are recognised and rewarded for doing so"

Logistics Manager

"I don't think there is another company like it anywhere in the UK - maybe even the world!"

HGV Driver

"There is a family feel to the company with everyone working together to be successful"

HSE Advisor

"I learn something new every day working at Instarmac and I can honestly say that I really enjoy coming to work each day!"

Sales Apprentice

"Instarmac help you to achieve more - not just at work but at home too"

Production Operative

"We get great support from managers. I have grown in confidence and now believe in myself and my capabilities"

Production Supervisor

"We are encouraged to have and implement new ideas. It's a great place to work - I wouldn't have stayed here for 30 years if it wasn't!"

Works Director

"I have benefited from great mentoring which has helped me develop my skills. I'm proud to be part of team Instarmac"

Marketing Co-ordinator

"I love the challenge of working at Instarmac. We are always driving change and looking for ways to improve. It's an honour working here"

Area Sales Manager

Our Accreditations

We are very proud to have been recognised as a **'Sunday Times Top 100 Small Company to Work For'** for 6 years running. This award recognises how we **value** and **engage** all employees. It also acknowledges our **commitment** to local and international community projects, as well as **environmental** policies.

In recent years we have also been recognised as a **'Great Place to Work'**, a 3 Star **'Best Companies'** and a **'Sunday Times International Track 200'** Company. We have won the highly coveted **RoSPA Gold Award** for three years in a row (2013, 2014, 2015).

What's more, we are **ISO 9001**, **ISO 14001** and **OHSAS 18001** registered - an audit which confirms we have maintained a **high standard** of management systems and processes.

Many of our materials have also gained **independent approval**. This includes our Ultrascape Mortar Paving System which has been tested and is compliant to **British Standard 7533** and our Manhole Reinstatement System which has been HAPAS (*Highways Authority Product Approval Scheme*) **approved by the BBA** since 2005.



Corporate Social Responsibility

We like to add value to the community around us and we like to contribute to charitable and community initiatives wherever possible.

We make regular donations to our company charity, *Gentleman's Night Out*, and also look to support local initiatives such as the Manor House Food Bank, Birmingham Wheels and Good Hope Hospital, where we fundraised to purchase an ECG machine for the children's ward.

We also like to support national charities, and take part in Macmillan Coffee Morning and Red Nose Day each year.



Our Road to Recruitment

Our Recruitment process can have a number of stages depending on which role you have applied for. This section of the guide will walk you through our recruitment process and tell you how we structure our interviews so you know what to expect.

Pass Go: First Interview

If your application is successful, you will be invited to attend an interview. This will help us get to know you a little better and find out more about your skills and experience. We will also discuss your suitability for the role and find out why you would like to join us at Instarmac. This is a good opportunity for you to ask questions about the role and the business.

Next Stop: Panel Interview

If you are successful, you will be back for a panel interview. This interview will follow a similar format as your first interview, however you may find this interview is more technical and focuses upon your relevant work experience and skills. As part of this step, you may be asked to undertake a technical assessment or prepare a presentation on a topic related to the role applied for.

Depending on the role you have applied for, you may be invited back for a third & final stage. This could be anything from an hour to a whole day. If there are a number of positions available for the same role, the face to face interview may be replaced with a telephone interview or an assessment centre. As part of the assessment centre, you may be asked to participate in role play and group exercises and deliver a presentation.

Dress Code

The dress code at Instarmac is smart business wear - you should bear this in mind when dressing for your interview.

Parking

We provide parking at Instarmac. To ensure the car park runs as safely and efficiently as possible, we request that you reverse park your car.

Signing In

When you arrive at Instarmac, please sign in at Reception. You will be given a visitors pass, please ensure this is visible at all times.

Materials & Equipment

If you are required to bring along any materials for your interview, e.g. a presentation, please advise the HR Team in advance of any needs you have i.e. laptop or USB.

Fire Alarms

Please be aware that we carry out a test on our fire alarm system at 11am every Friday. If the alarm is activated outside this time, the Recruiting Manager will escort you to the evacuation point.

How to find us



From Junction 10 of the M42, head east along the A5 towards Atherstone/Nuneaton. After half a mile at the traffic lights turn right onto Danny Morson Way in the Birch Coppice Business Park. Proceed straight on at the first roundabout and take the last exit at the second roundabout. You would then arrive at Instarmac's premises.

For deliveries and collections:

Please proceed to the barrier immediately in front of you. To gain access, press the intercom which is located to the right of the gate.

All other visitors:

Please park in the visitor's section located in front of the building and report to reception.

Instarmac Group plc

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W www.instarmac.co.uk

SITE SAFETY: All visitors are reminded that the Instarmac Group plc operates a site-wide **NO SMOKING POLICY**. Smoking on site is restricted to one location only; this will be advised on request on your arrival. In the interest of hygiene and availability, we recommend that visitors bring along their own safety footwear if your visit will be frequenting our production or warehouse areas. All other PPE can be provided if required. Instarmac Group plc operates Quality, Health, Safety and Environmental management systems, which are aimed at protecting your safety. Therefore we politely request that all visitors abide by our process controls at all times whilst on site. If you have any specific needs or require further information, please speak to your Instarmac contact prior to arrival.

Come and Work for Us

Work hard...

Have fun...

Make a difference