

Adverse Weather and Public Transport Disruption Policy

The Company recognises that there are occasions when you may have difficulty in travelling to work due to severe weather conditions and disruptions to public transport.

While the Company expects you to make every effort to come to work, you should not travel if you feel it is dangerous to do so and you should have due regard for your health and safety.

PROCEDURE

Severe weather or disruptions to public transport may make travelling to work slower or more difficult. If you find that your journey to work is delayed you should, where possible, contact your Line Manager at the earliest opportunity.

You are expected to make every effort to arrive to work on time.

When the business is open, if an employee has made all reasonable efforts to travel to their place of work but is late or has failed due to adverse weather conditions or disruptions to public transport, upon agreement with the line manager, and subject to operational needs, the manager may agree one of the following options to account for time lost:

1. Making up the time/hours lost (usually within one month).
2. Taking a day's/half day's annual leave.
3. Taking unpaid leave.
4. Or apply a combination of the above options.

In exceptional circumstances it may be necessary for the Business to close the premises. In such an event the Company will make reasonable attempts to contact employees, employees are advised to keep in contact with their line manager. In such circumstances staff should be paid as normal. Employees who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu if the business is closed.

Certain employees may be able to work from home in such circumstances. Authorisation to do so will be granted by the Line Manager. It is expected that the Line Manager will set out reasonable outputs when the employee is restricted to home working.

Employees who abuse the above procedure may be subject to action under the Disciplinary Procedure.

This policy will be applied in a spirit of common sense and reasonableness, balancing the needs of the business, our customers, and the safety of employees.