



Out of Hours Policy Statement

The purpose of this Out of Hours Policy is to establish clear guidelines and expectations for all employees of A Rapid Response Security Ltd. who may be required to work outside of standard office hours. This policy ensures that out-of-hours work is conducted safely, efficiently, and in compliance with all relevant laws and regulations.

This policy applies to all office staff and security officers at A Rapid Response Security Ltd. who are required to work outside of the normal working hours, including early mornings, evenings, nights, weekends, and public holidays.

Definitions

- **Out of Hours:** Any time outside the standard operational hours of 9:00 AM to 5:00 PM, Monday through Friday.
- **Remote Work:** Work performed at a location other than the usual workplace setting, including but not limited to home.

Responsibilities

- **Management Responsibilities:**
 - Ensure that all employees are aware of and understand this policy.
 - Approve out-of-hours work based on business needs.
 - Provide necessary tools and resources to support safe and effective out-of-hours work.
- **Employee Responsibilities:**
 - Obtain prior approval from their supervisor for any out-of-hours work.
 - Adhere to all company policies and procedures, including health and safety protocols, during out-of-hours work.
 - Report any incidents or concerns during out-of-hours work to their supervisor or designated contact.

Out-of-hours work must be pre-approved by the relevant supervisor or manager, except in emergencies or pre-determined shift patterns for security officers. Flexible working arrangements, such as remote work for office staff, must comply with the company's Remote Work Policy.

Employees working out of hours must adhere to all health and safety guidelines. Security officers must ensure they are equipped with necessary safety equipment and communication devices during their shifts. Office staff working late or in isolated conditions must ensure they are in a secure environment and aware of emergency procedures.

Effective communication channels must be maintained between all out-of-hours workers and the company. Employees must have access to a manager or an emergency contact at all times.

Any work performed out of standard hours that qualifies for additional compensation will be governed by the company's overtime policy. Employees are entitled to appropriate breaks and rest periods as per legal and company standards.



Additional security measures must be implemented for staff working in the office out of hours. Security officers must follow specific protocols tailored to out-of-hours patrolling and monitoring.

This policy will be reviewed annually to ensure its effectiveness and relevance. Monitoring will include feedback from employees and an analysis of out-of-hours work patterns and incidents.

Compliance with this policy is mandatory for all employees. Violations of this policy may lead to disciplinary action, up to and including termination of employment.

This policy is authorised by;

M A Rana
Director