



Severe Weather and Disruptions to Public Transport Policy

Introduction

The Company recognises that during periods of severe weather or when there are disruptions to public transport, staff may face difficulties in getting to and from work.

The Company expects its staff:

- to attend for work unless authorised leave (for example annual holiday, sick leave, maternity leave) is being taken;
- to make reasonable efforts to get to work in all circumstances;
- where usual travel arrangements have broken down or are otherwise unavailable, to explore all possible alternative modes of transport, including walking or cycling if distance allows and it is safe to do so; and
- where travel difficulties are predictable, to work with the Company to prepare for such eventualities.

The Company is committed to protecting the health and safety of its workforce. You are not expected to put yourself at unnecessary risk in travelling. However, the Company must ensure that any disruption caused to the Company is minimised and therefore expects all employees to take the minimum steps as outlined in the Policy.

Absences

If you have made all reasonable efforts to attend work but have been unable to do so because of severe weather conditions or disruption to public transport, the Company will make a decision, after taking into account your individual circumstances such as distance to travel, mode of transport, any health and safety issues and the needs of the business, as to whether you should:

- be paid your basic salary;
- take the time you have been absent from work as annual leave;
- make up the lost time at a later date;
- take the period for which you have been absent as authorised unpaid leave;
- work from home or remotely;
- work from an alternative workplace.



Lateness

If you are delayed getting to work because of adverse weather or travel disruption, you will have the opportunity to make up the time missed at a later date. The Company has an absolute discretion to waive this requirement to make up the lost time in respect of any period of absence.

If the lateness amounts to half your daily working hours or more, the Company reserves the right, taking into account your individual circumstances such as distance to travel, mode of transport, any health and safety issues and the needs of the business, to ask you to:

- take the time as annual leave;
- take the time as unpaid leave.

Severe weather conditions or travel disruption arising during course of working day

Where severe weather conditions or disruption to travel first occur during the course of normal working hours, the Company will decide on a case-by-case basis whether it is appropriate for you to leave work early, taking into account your individual circumstances such as distance to travel, mode of transport, any health and safety issues and the needs of the business.

The Company may require you to take work with you to complete at home if appropriate.

Temporary closure of workplace

If, exceptionally, the Company decides to close your workplace temporarily due to severe weather, transport system breakdown, security issues, etc, you will be notified as soon as possible and will be informed of the time at which you will be expected to leave the premises.

Those able to work remotely during the closure will be encouraged to do so.

The Company reserves the right to require essential staff to work during the closure.

Employees who are stranded following holiday

If you are on holiday and are unable to return to work on the expected return date due to travel disruption, you must notify the Company of the fact as soon as possible and must make every reasonable effort to return to work at the earliest opportunity.

In such circumstances the Company will make a decision, after consulting with you, as to whether you should:

- be paid as usual;
- take the time as annual leave;
- make up the lost time at a later date;
- take unpaid leave; or
- work remotely if this is possible.



If you have travel insurance, you are encouraged to claim for any loss of earnings incurred as a result of being unable to attend work.

Communication

If you are unable to attend work on time or at all due to adverse weather or travel disruption, you must notify the Company as soon as this becomes apparent.

You must check the weather or travel situation throughout the day. If the weather or travel disruption improves sufficiently to allow travel to work, you must inform the Company and seek a decision as to whether you should attend work.

In the event of the temporary closure of your normal workplace, the Company will keep you informed about the planned reopening.

This policy is authorised by;

M A Rana
Director