

SEVERE WEATHER AND OTHER TRAVEL DISRUPTION POLICY

A) INTRODUCTION

We recognise that severe weather conditions may present circumstances which impact our employees' ability to get to work either by making travel unsafe or by causing disruption to road networks and public transport infrastructure. Disruption to the travel network may also be caused by other events such as industrial action within public transport services.

This policy sets out our expectations of our employees, and what you can expect from us, when transport to work is affected.

B) EMPLOYEE ACTIONS

We expect that you should always make every effort to attend the workplace. Severe weather conditions do not always prevent attendance at work, and employees may still be able to make their journey in spite of the conditions. However, we accept that it may not be safe for you to attempt a journey during times of severe weather. You should not put yourself or others at risk by attempting to do so. Where travel to work is not possible, you should contact your manager to notify them of your inability to attend work due to bad weather.

Where you are aware in advance of rail strikes or other similar disruptions to your normal mode of transport to work, you should seek alternative modes of transport to ensure you are able to attend work on time. We will endeavour to alert you to any train disruption or other such problems which are known in advance, however, this may not always be possible. You should not, therefore rely on our notification as your only information source.

C) NOTIFICATION OF TEMPORARY CLOSURE

In situations of severe weather, we may be forced to close some or all sites. Any decision regarding this will be made on the basis of ensuring the health and safety of all employees, and you will be made aware of any closure via telephone/email from your manager.

If the workplace must close, employees will be placed on lay off in accordance with the rights reserved in their individual written contract of employment. Employees on lay off will receive statutory guarantee pay in accordance with statutory provisions.

D) WHERE THE WORKPLACE REMAINS OPEN

In instances of severe weather where the workplace remains open, you are expected to attend work as normal where it is safe to do so. Should you experience difficulties in travelling to work you should contact your manager as soon as possible to notify them of this. Should you be unable to attend the workplace, you may be asked to attend another of our sites where reasonable to undertake your normal duties or to temporarily undertake other duties in order to meet the requirements of the business.

E) WORKING FROM HOME

Your manager may, at his/her entire discretion, agree that you work from home where travel to the workplace is unsafe or severely hindered. Your manager will take several factors into consideration, including the nature of your role and any equipment required for your normal duties to be carried out.





F) MAKING UP TIME

In the event that the workplace remains open during a period of severe weather, we reserve the right to make a determination who were unable to attend the workplace will be required to make up any lost time. The practical arrangements for making up the time will be set by your manager.

