

Adverse Weather and Travel Disruption Policy

What is the Company's Adverse Weather and Travel Disruption Policy?

This policy applies where a particular place of work closes, or it becomes impossible or dangerous for people to travel in to work because of:

- i. Extreme adverse weather such as heavy snow
- ii. Industrial action affecting transport networks or
- iii. Major incidents affecting travel or public safety

On these occasions we recognise that a flexible approach to working arrangements may be necessary to accommodate the difficulties employees face and to protect health and safety, while still keeping the business running as effectively as possible.

This policy applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

This policy does not form part of any employee's contract of employment, and we may amend this policy at any time.

Travelling to Work

Employees should make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.

Employees who are unable to attend work on time or at all should telephone their manager **before** their normal start time on each affected day.

Employees who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, employees should report this to their manager and attend work unless told otherwise.

Employees who do not make reasonable efforts to attend work or who fail to contact their manager without good reason may be subject to disciplinary proceedings for misconduct. We will consider all the circumstances including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

Alternative Working Arrangements and Pay

Should a particular place of work be closed, employees may be required to work from an alternative place of work or from home, if this option is available. Managers will advise employees of such requirements and employees will receive their normal pay.



Should the above option not be available, employees will not normally be paid. However, there are circumstances where payment can be made (due to commercial contract reasons) and should it occur, Pabulum will pay their employees their normal pay, although there will be a requirement to make up lost time.

Employee who are able to work may sometimes be expected to carry out additional or varied duties during such periods. However, employees will not be required to do anything they cannot do competently or safely.

Should employees not be able to work due to other circumstances (eg the closure of their child's school), then this should be discussed with their manager. Unit based employees will be required to take special leave (ie dependents leave which is unpaid). Those working in the Fleet office or in a B&I contract, may if agreed by their manager work from home where applicable or take annual leave.

Late Starts and Early Finishes

Employees who arrive at work late or who ask to leave early will usually be expected to make up any lost time. Managers have the discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied the employee has made a genuine attempt to arrive on time.

Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the employee's personal circumstances.

Where half the normal working day or more is lost this will be treated as absence and dealt with as set out below.

Absence and Pay

Employees who are absent from work due to extreme weather or other travel disruptions are not entitled to be paid for the time lost, other than for reasons stated above.

Absence can be treated in a variety of ways. Employees should discuss their preference with their line manager, who retains overall discretion in the matter. A number of options are set out below:

- Treating the absence as annual leave.
- Treating the absence as flexitime or time off in lieu.
- Making up the lost hours within a reasonable time.
- Treating the absence as special unpaid leave.

If, in exceptional circumstances, we or the client decide to close the workplace, employees will be paid as if they had worked their normal hours.

Nelson Williams
Managing Director

(This policy will be reviewed in November 2022)

