

SecureCare

ADVERSE WEATHER AND TRAVEL DISRUPTION POLICY

SecureCare Services Ltd (the “Company”) will apply this policy where it becomes impossible or dangerous for employees to travel in to work because of:

- extreme adverse weather such as heavy snow
- industrial action affecting transport networks
- major incidents affecting travel or public safety

On these occasions, the Company recognises that a flexible approach to working arrangements may be necessary to accommodate the difficulties you face and to protect health and safety, while keeping the Company running as effectively as possible.

Travelling to Work

You should make a genuine effort to report for work at your 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.

If you are unable to attend work on time or at all, you should telephone us before your normal start time on each affected day.

If you are unable to attend work, you 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, you should report this us and attend work unless told otherwise.

If you do not make reasonable efforts to attend work or fail to contact the Office without good reason, you may be subject to disciplinary proceedings for misconduct. The Company will consider all the circumstances including the distance you have to travel, local conditions in your area, the status of roads and/or public transport, and the efforts made by other members of the public or employees in a similar area and in similar circumstances.

Late Starts and Early Finishes

If you arrive at work late or ask to leave early, you will usually be expected to make up any lost time. The Company have the discretion to waive this requirement in minor cases, or (in the case of lateness) where we are satisfied you have made a genuine attempt to arrive on time.

The Company have the discretion to allow you to leave early and should have regard to the needs of the Company and your 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.

Persistent lateness for appointments will be addressed according to the disciplinary procedure.

Absence and Pay

If you are absent from work due to extreme weather or other disruptions to travel, you are not generally entitled to be paid for the time lost.

Absence can be treated in a variety of ways. You should discuss your preference with the Office Manager, who retains overall discretion in the matter. Several options are:

- Treating the absence as annual leave
- Treating the absence as time off in lieu (at the discretion of the Company)
- Treating the absence as unpaid leave

School Closures and Other Childcare Issues

Adverse weather sometimes leads to school or nursery closures or the unavailability of a childminder. In cases such as these where childcare arrangements have been disrupted, you may have a statutory right to reasonable time off without pay. For further information, see our Time Off for Dependants Policy.

This Policy will be regularly reviewed and updated as necessary. The management team endorses these Policies and is fully committed to their implementation.

This Adverse Weather and Travel Disruption Policy has been approved & authorised by:

Signature:

Signed by: ROBERT STEVENSON
Position: DIRECTOR

Date:

Review date: