

## Introduction

This policy summarises the Company's procedures and outlines employees' responsibilities for attendance at work during severe weather conditions or when there are problems on public transport as a result of severe weather. This policy has been developed as far as possible to ensure that individuals are treated fairly and consistently.

This policy applies to all employees.

## General principles

While we are committed to protecting the health and safety of all our employees, we must ensure that disruption caused to our business remains minimal. All employees are expected to use every effort to report for work at their normal workplace at their recognised start time, which could entail having to make special arrangements to ensure that they can attend each day. However, it is not the Company's intention that employees put themselves at unnecessary risk when trying to attend work.

## Procedure if you are unable to reach your normal place of work.

If you expect to be late or cannot safely reach work due to adverse weather or experience related problems on public transport, you must telephone your manager/supervisor as soon as possible. Unless your manager/supervisor tells you otherwise, you should telephone to notify them each day that you are unable to get to work. Failure to notify that you are unable to attend work without a reasonable explanation will count as unauthorised absence.

If you are unable to attend your normal workplace due to adverse weather conditions, your manager may ask you to work from home or comply with temporary redeployment to an alternative workplace. If this is not possible, you will be required either:

- to take holiday
- to take unpaid leave; or
- at your manager's discretion, to make the time up within a reasonable and agreed time scale. Whilst doing so, you will not be eligible to claim overtime.

## Deterioration of weather whilst at work.

If you wish to leave your workplace early because the weather is becoming worse and you wish to get home before it possibly becomes too bad to travel, you must discuss this with your manager. Managers will decide on a case-by-case basis whether it is appropriate for employees in their department to leave work early. When making this decision, they will consider the employee's circumstances (e.g., distance from his/her home to work, mode of transport), the employee's views and the needs of the Company.

If your manager agrees that you can leave early, you must also agree with your manager whether you should take the time as annual or unpaid leave or whether you can make the time up within a reasonable and agreed time scale.

If we decide to close your normal workplace when you are ready, willing, and available for work, you will be paid for your basic working hours.

### School/nursery closure impacting on your ability to work.

If your child's school or nursery has closed due to bad weather and this impacts on your ability to come to work, you need to speak to your manager or HR regarding taking reasonable unpaid time to care for a dependant.

### Possible disciplinary action

Where it is suspected that an individual is using adverse weather conditions as an excuse not to attend work or there is unauthorised absence on your part, we may take action under our disciplinary procedure. Failure to seek permission to leave work early will also result in disciplinary action.

### Status of this procedure

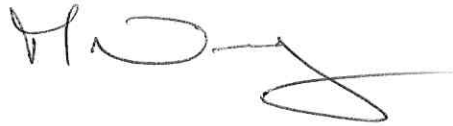
This procedure does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Signed on behalf of Wm. Lee Ltd



DATE: 29 Jan 2024

Signed on behalf of Unite the Union



DATE: 22-1-24