



## Overtime Policy

### Purpose

This policy sets out our approach to overtime working within our manufacturing and warehouse operations. It aims to ensure that overtime is managed fairly, consistently, and in line with business needs, while supporting employee wellbeing and compliance with UK employment legislation.

### Scope

This policy applies to all employees whose roles may require additional hours beyond their contracted working time.

### Definition of Overtime

Overtime is defined as any hours worked in excess of an employee's contracted weekly hours, where those additional hours have been formally approved in advance by the relevant line manager.

### Overtime Principles

- Overtime will be used to meet operational requirements, such as increased production demand, unforeseen circumstances, or to maintain continuity within the supply chain.
- Overtime is not guaranteed and will be allocated based on business need.
- Employees should not work significantly beyond their contracted hours unless overtime has been explicitly authorised in advance.
- We are committed to managing overtime in a way that supports employee health, safety, and work-life balance. Overtime will not be approved for more than one non-working day per week (example: If you work Monday to Thursday, only Friday or Saturday will be approved)

### Approval Process

All overtime must be pre-approved by the employee's line manager before it is worked. Requests for overtime should be discussed and agreed in advance, except in exceptional or emergency situations where retrospective approval may be granted.

Unauthorised overtime will not be paid.

### Overtime Pay

Approved overtime will be paid at a rate of 1.5x (time and a half) the employee's normal hourly rate.

Overtime payments will be made in the following payroll period, subject to accurate recording and submission of hours worked in line with company processes.



## **Working Time and Legal Compliance**

We will ensure that working hours, including overtime, comply with the Working Time Regulations 1998. Employees are expected to:

- Take appropriate rest breaks
- Not exceed the maximum average weekly working hours (unless they have voluntarily opted out in writing)

The Company reserves the right to refuse or limit overtime to ensure compliance with legal requirements and to protect employee wellbeing.

## **Health, Safety and Wellbeing**

Managers are responsible for monitoring working hours and ensuring that employees are not working excessive overtime that may impact their health, safety, or performance. Employees are encouraged to raise any concerns regarding fatigue or workload promptly.

## **Fairness and Allocation**

Where possible, overtime opportunities will be distributed fairly among suitably skilled employees. Selection will be based on operational needs, availability, and the skills required for the work.

## **Recording of Overtime**

All overtime must be accurately recorded using Personio. Failure to record hours correctly may result in delays or non-payment.

## **Roles and Responsibilities**

- **Employees**  
Must obtain approval before working overtime, accurately record hours worked, and comply with rest and working time requirements.
- **Managers**  
Are responsible for authorising overtime, ensuring it is necessary, monitoring hours worked, and maintaining compliance with this policy and legal requirements.
- **HR/Payroll**  
Will ensure overtime is processed correctly and that this policy is applied consistently across the Company.

*This policy is non contractual*

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