

Severe weather policy

Employees may still be able to reach their usual places of work, even if there are severe weather conditions.

The Company recognises that severe weather conditions may present a variety of reasons that make travel unwise or unsafe, or that cause disruption to road networks and public transport infrastructure.

This policy sets out how the Company approaches situations where employees are unable to get to their workplace due to severe weather, or where it may be unsafe to do so.

Severe weather cannot be specifically defined, but the policy will be adopted where there are significant disruptions caused to the transport infrastructure and extreme weather events of local or national consequence.

Employee responsibilities

Employees should always try to ensure they can attend their workplace.

The Company understands that it may not be safe for employees to attempt a journey in to the workplace during extreme weather and they should not put themselves, or others, at risk by attempting to do so. Employees are expected to notify their line manager in circumstances where they are unable to attend the workplace due to bad weather.

The Company understands that schools are unlikely to open or stay open during severe weather events. Where employees have children that cannot go to school, they should notify their line manager on the morning of the day in question and will be permitted to take unpaid dependant leave to care for their child.

Closing the workplace

The Company may, through the decision of the Group CEO, close some or all sites as a result of the extreme or severe weather conditions. Announcements will be made through the HR system announcements and by your Line Manager. Line managers will be responsible for disseminating the site closures to the employees due to be in attendance on the days where the sites are to be closed.

Workplaces continuing to operate

The Company may continue to operate some or all sites during extreme or severe weather events.

Where notice of closure is not received, employees should ensure they attend work as usual. Those employees that experience difficulties in travelling to the workplace should contact their line manager as soon as possible to notify them of the situation. Employees that do attend the workplace may be asked to work different shift patterns or be asked to work a different job role, to meet the business requirements.

Employees that are on annual leave at the time of the severe weather conditions may be contacted by their line manager if circumstances suggest that they could attend work. Factors that may lead to a line manager taking this course of action include the employee's proximity to the workplace, for instance. Employees on annual leave contacted on this basis may refuse such requests without consequence. Employees that do accept and can attend work on short notice will be able to rearrange their untaken annual leave to a later date.

The Company will undertake the above steps ensuring that the circumstances of the weather events have been taken into account and on the basis that employees do not take any unnecessary risks when carrying out their existing or temporary working activities or shifts.

Working from home

Employees that are able to work from home, will be encouraged to do so where travelling to work could be deemed a risk. Please ensure you discuss this with your line manager as soon as possible after you realise travelling may be a risk.

Making up lost time

The Company will, at its absolute discretion, agree with the employees affected by severe weather events an arrangement in relation to the lost time.

This depends on the decisions taken by the Group CEO in relation to the closure of the workplace, whether some workplaces were able to work and others were not, and whether only a few employees were affected.

If the workplace was closed, employees who are unable to attend work during severe weather will not be expected to work any additional time to make up the lost time. If the workplace had to be closed because of the number of employees being able to attend, the Group CEO may extend this option to cover that scenario.

If the workplace continued to operate, the Group CEO may decide that any employees that were unable to attend the workplace due to severe weather will be expected to make up any lost time. The practical arrangements for making up the time will be set by the employee's line manager.