



Attendance at work during severe weather

1. Scope

The policy is applicable to all staff at John wainwright & Co. Ltd

The policy provisions will be deemed to apply when there are severe weather conditions that prevent an employee attending work.

2. Overview

The Company recognises that staff may occasionally face difficulty attending work due to severe weather (e.g. heavy snow).

The Company is committed to safeguarding the health and safety of its' staff in these circumstances, whilst ensuring minimal disruption to the business. No member of staff should put themselves or others at unnecessary risk by attempting to get to work when weather conditions are severe.

The purpose of this policy is to outline how the company will assess and communicate decisions Re: severe weather and in particular business closure, what the company expects from staff in such circumstances and other arrangements such as pay and leave.

3. Business, Site or Job Closure

In extreme circumstances, such as very severe weather conditions, the Operations Director, further to communications with operational managers, will assess and may decide to close one or both sites. This decision will be taken the previous afternoon/evening or prior to the working day. In some cases, the business or site may be closed part way through a working day.

Once the decision has been made, a notification will be sent to the management team via Whatsapp. The managers will then be responsible for informing their teams, in whatever means is most appropriate (e.g. call, text, email). The Company will endeavour to put a notification onto its website and facebook page. Communication Re: planned reopening of the business or site will take the same form.

For remote workers (contracting), a decision will be made by the Contracting Director and staff will receive a communication, prior to the start of works.

4. Remote Working

Staff who are able to work from home will be encouraged to do so during the closure.

5. Pay

Staff will normally be paid in full for the period of closure.

Where severe weather affects the business for an unprecedented period of time, the company may need to consider its' position re: payment. In this respect, the Company reserves the right to apply authorised unpaid leave or agree alternatives with employees (as per the examples given in section 7)

6. Severe Conditions occurring during the Working Day

Where a decision is made to close the business or site or finish a job early, staff will be informed by their manager as to when they are expected to leave for the day. This is to ensure an orderly and managed close down/finish.

In the event the business, site or job does not close/finish early and staff request to leave early due to severe weather, managers should assess on a case by case basis, taking into account factors such as distance to travel, mode of transport, care responsibilities and business need.

7. Non Business, Site or Job Closure

Where the Company decides to remain open in full or part and a member of staff, despite making every reasonable effort, does not attend work due to severe weather, the manager will have the discretion to apply the following:

- Annual leave (as requested by employee)
- Authorised Unpaid leave
- Home working/remote working, where possible to do so effectively
- Make up lost time at a later date

This decision will be taken after consultation with the member of staff.

Please note that the manager also has the discretion not to authorise requests, where the employee has acted unreasonably.