

1. Introduction

The Company recognises that employees may experience problems travelling to and from work during periods of severe weather or major disruptions to public transport e.g. train strikes. Whilst the Company's primary responsibility is for the safety of all our employees, we must also ensure that our business is not unduly disrupted by external factors. The Company's intention is to explain the responsibilities of employees in respect of attendance during severe weather or when there are major disruptions to public transport.

2. Reporting for work

We expect all employees to report any problems travelling to and from work as soon as possible. Employees should, therefore, make every effort to attend work. However, it is not the Company's intention that employees should take any unnecessary risk when trying to attend work.

When severe weather conditions or major disruptions to public transport occur, employees should take advice from external agencies e.g. the police, public transport services etc, and allow extra time for their journey, making alternative arrangements where appropriate. Employees will still be expected to attend work on time.

If employees are unable to attend work due to severe weather conditions or public transport disruptions, they should report the problem to their line manager as soon as possible to discuss the position. If the employee is unable to contact their line manager, they should contact an alternative manager or the Company's HR department.

Where the Company accepts that employees are unable to attend work due to severe weather conditions or major disruptions to public transport, but they are unable to do so or they are unable to contact their line manager, the Company will discuss the various options available. At the Company's discretion, employees may be required or permitted to:

1. Make up the time at a later date;
2. Take any absence from work as sick leave;
3. Take any absence from work as annual leave;
4. Be paid as if the employee had attended work;
5. Work from home or otherwise work from an alternative location.

The Company will base its decision on the employee's circumstances, for example distance from home to work, mode of transport used, etc.

3. Leaving work early

If severe weather conditions or major disruptions to public transport occur during the working day, line managers will decide on a case-by-case basis whether to allow employees to leave early.

Employees will still be expected to attend work on time. However, it is not the Company's intention that employees should take any unnecessary risk when trying to attend work.

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4. Health and safety

The Company is committed to ensuring the health, safety and welfare of all its employees and this includes taking account of severe weather conditions and where there are major disruptions to public transport. A sensible approach will be taken to the situation. Employees are reminded of their duty to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions and allowing for more time for journeys, including making alternative arrangements where appropriate.

The Company recognises that severe weather conditions may affect employees whose job involves working outdoors or driving. Employees should read and observe the Company's **Safe Driving Policy**.

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