Severe Weather and

1. Introduction

The Company recognises that emp and from work during periods of s transport e.g. train strikes. Whilst the of all our employees, we must also disrupted by external factors. The employees in respect of attendan disruptions to public transport.

2. Reporting for work

We expect all employees to repor should, therefore, make every effort Company's intention that employees attend work.

When severe weather conditions transport, employees should take external agencies e.g. the police, pu for their journey, making alternative be expected to attend work on time.

If employees are unable to attend w public transport disruptions, they s discuss the position. If the employ <<specify e.g. an alternative manage

Where the Company accepts that e but they are unable to do so or they major disruptions to public transpo options available. At the Company's

- 1. Make up the time at a later date;
- 2. Take any absence from work as
- 3. Take any absence from work employee's wages accordingly;
- 4. Be paid as if the employee had a
- 5. Work from home or otherwise wo

The Company will base its decision home to work, mode of transport use

3. Leaving work early

If severe weather conditions or maj day, line managers will decide on a

Transport Policy

experience problems travelling to ns or major disruptions to public to protecting the health and safety ss and our clients are not unduly s to explain the responsibilities of rere weather or when there are

f the circumstances. Employees umstances. However, it is not the at unnecessary risk when trying to

are major disruptions to public the position from the appropriate services etc, and allow extra time re appropriate. Employees will still

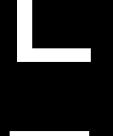
layed by the weather conditions or manager as soon as possible to available, he/she should speak to

eir best endeavours to attend work e severe weather conditions or the manager will discuss the various ay be required or permitted to:

deduction will be made from the

ances, for example distance from e Company.

ransport occur during the working ether to allow employees to leave



work early. The Company will again distance from home to work, mode home for the rest of the day, and on

4. Health and safety

The Company is committed to ensur welfare of all its employees and this are major disruptions to public trans situation. Employees are reminded of safety and that of other persons who taking extra care when travelling to more time for journeys, including ma

The Company recognises that se involves working outdoors or drivi Company's **Safe Driving Policy**.

ne employee's circumstances, e.g. it is for the employee to work from hy.

practicable, the health, safety and reather conditions and where there hable approach will be taken to the mable care of their own health and ir acts or omissions. This includes e weather conditions and allowing angements where appropriate.

ly affects employees whose job es should read and observe the

