

Adverse Weather Policy

1. Purpose and Scope

This policy details employee working arrangements in the event of adverse weather conditions (e.g. excessive snow and ice). The policy aims to balance the needs of service with that of individual employees, whilst ensuring that employees are treated in a fair and consistent manner. The policy applies to all employees.

2. Key Principles

- a) It is the policy of the company to protect the safety of our employees whilst maintaining the best possible level of service to our customers during periods of adverse weather. During such periods, the efforts and goodwill of all employees in attending work are greatly appreciated.
- b) It is the responsibility of all employees to make every reasonable attempt to attend work for their normal hours of employment at their place of work. This may include adapting their means of travel (e.g. walking, car share, use of public transport, etc), even if this results in the employee arriving late for work.
- c) Having made every reasonable attempt to attend work, employees who are still unable to travel to work due to adverse weather conditions must inform their line manager (by phone call) within the normal timeframe used to report absence. Where appropriate, alternative travel and/or work arrangements will be discussed and agreed.
- d) Where an employee cannot attend work at their normal shift start time due to adverse weather conditions, arrangements may be made for the employee to start their shift later.
- e) Employees who arrive late for work or fail to attend work as a consequence of adverse weather conditions will, where possible, be given the opportunity to make up their normal hours in order to ensure that there is no loss in normal pay.
- f) Employees who are unable to attend work due to adverse weather conditions may not be paid for that day nor any subsequent days that they fail to attend work. Where an employee's job role dictates that there is little or no opportunity to make up their normal working hours, management discretion may be applied to authorise paid holiday to cover the period of absence, providing this falls within the employee's current holiday entitlement.
- g) During periods of adverse weather the company will monitor the situation and when appropriate a decision will be made to offer release from work to employees who may experience difficulty in travelling home. Following the offer of release from work, the decision to leave work early will be made by the individual employee, in which case the employee will be paid for their actual hours worked. If the decision is made by management to send employees home prior to the end of their normal working hours, they will receive payment for the balance of their normal shift.
- h) Employees may be required to attend work at a suitable alternative store / depot / office when they are unable to travel to their normal place of work as a result of adverse weather conditions.
- i) It is recognised that there is the need for management discretion in the application of this policy, particularly dependent upon the extent of the adverse weather conditions.