A.F. Blakemore and Son Ltd

Adverse Weather Procedure

1. Purpose and Scope

This procedure details employee working arrangements in the event of adverse weather conditions. The procedure applies to all employees.

2. Key Principles

- It is the policy of the company to maintain an acceptable level of service to our customers at all times and in all circumstances during periods of adverse weather.
- It is the responsibility of all employees to make every reasonable attempt to attend work for their normal hours of employment at their normal place of work.
- Employees who are unable to travel to work due to adverse weather conditions will not be paid for that day nor any subsequent days that they may fail to attend work.
- Employees who are unable to travel to work as a consequence of adverse weather conditions will be allowed to cover their period of absence with paid holiday providing it falls within their current holiday entitlement.
- Employees who arrive late for work as a consequence of adverse weather conditions will receive payment for their actual hours worked.
- 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.

For direct service related employees (e.g. drivers, order pickers, etc.), arrangements may be made to pick-up and return employees to their workplace where this is possible.
Following the offer of release from work, the decision to leave work early will be made by the individual employee. In this 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.

3. Blakemore Retail Employees Only

- Employees may be required to attend work at a suitable alternative store when they are unable to travel to their normal place of work as a result of adverse weather conditions.