



NW
NORWOOD UK

**Adverse Weather &
Travel Disruption
Policy**

Adverse Weather & Travel Disruption

This policy applies where it becomes impossible or dangerous for employees to travel to work because of:

- extreme adverse weather such as heavy snow;
- industrial action affecting transport networks; or
- major incidents affecting travel or public safety.

On these occasions we recognise that a flexible approach to working arrangements may be necessary to accommodate the difficulties employees face and to protect health and safety, while still keeping the business running as effectively as possible.

Travelling to work

You should make a genuine effort to report for work at your normal time. This may include leaving extra time for the journey and/or taking an alternative route.

If you are office-based, travel on foot or by bicycle should be considered where appropriate and safe.

If you are unable to attend work on time or at all, you should telephone your line manager before your normal start time on each affected day.

If you are unable to attend work, you should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, you should report this to your line manager and attend work unless told otherwise.

If you do not make reasonable efforts to attend work or fail to contact your line manager without good reason, you may be subject to disciplinary proceedings for misconduct. We will consider all the circumstances including the distance you have to travel, local conditions in your area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

Alternative working arrangements

You may be required to work from home, where possible, or from an alternative place of work, if available. Your line manager will advise you of any such requirement.

You will receive your normal pay in these circumstances.

If you are able to work, you may sometimes be expected to carry out additional or varied duties during such periods. However, you will not be required to do anything you cannot do competently or safely.

Late starts and early finishes

If you arrive at work late or ask to leave early, you will usually be expected to make up any lost time. Your line manager has the discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied you have made a genuine attempt to arrive on time.

Your line manager has the discretion to allow you to leave early and should have regard to the needs of the business and your personal circumstances. Where half the normal working day or more is lost this will be treated as absence and dealt with as set out below.

Absence and pay

If you are absent from work due to extreme weather or other disruptions to travel, you are not generally entitled to be paid for the time lost.

Payments will be made at the Company's absolute discretion.

You will only be eligible for payment where your line manager is satisfied that you have made a genuine effort and could not reasonably be expected to attend work or work at home.

Absence in all other cases can be treated in a variety of ways. You should discuss your preference with your line manager, who retains overall discretion in the matter. A number of options are set out below:

- treating the absence as annual leave;
- treating the absence as flexitime or time off in lieu;
- making up the lost hours within a reasonable time;
- treating the absence as special unpaid leave.

If, in exceptional circumstances, we decide to close the workplace, you will be paid as if you had worked your normal hours.

School closures and other childcare issues

Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder.

In case such as these where childcare arrangements have been disrupted, you may have a statutory right to reasonable time off without pay. For further information, contact the Human Resources Manager.

Signed for and on behalf of the company

A handwritten signature in blue ink, which appears to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director