

## Severe Weather Policy

### Purpose

The purpose of this policy is to ensure that a fair and consistent approach is adopted when normal daily travelling arrangements of employees to and from work are disrupted by severe weather conditions.

Severe weather can be defined as snow, ice, fog, floods etc. which may render extremely hazardous journeys by road. This can be by both private and public transport.

Extremely hazardous is defined as those conditions in which the police and/or motoring organisations advise people not to make unnecessary journeys or indeed travel at all.

Regular updates of the weather and road conditions will be obtained by the Company and we will ensure regular communications are made available to employees.

### General

Employees living within reasonable walking distance from the Company will be expected to make every effort to get to work.

Employees are expected to make every effort to attend work and remain in work for the duration of their contracted hours. Discretion will be applied for late arrivals and early departures from work and payment of wages will be made in full where it is deemed that an employee made all reasonable efforts to get to work on time and remain at work for the duration of their contracted hours.

During periods of severe weather, where there is a concern for travel arrangements of employees, the decision about when to allow employees to leave work early will be taken.

It is recognised that staff will be anxious regarding their domestic arrangements and staff will be allowed to use the Company telephone facilities where appropriate. Employees whose circumstances make it essential that they are allowed to leave earlier e.g. those who have dependants who have not other carers available or those with particular health problems will be allowed to leave at the Managers discretion.

### Additional Duties

In exceptional circumstances employees may be required to carry out duties not normally associated with their job role during periods where there are insufficient employees available. Employees will not be asked to carry out duties that require additional training or would put them or others at risk. Employees should ensure they do not undertake tasks which are outside their level of competence.

Where employees are attempting to carry out duties in severe weather, the Company's Personal Appearance Policy may be relaxed in order that warm and sturdy clothing may be worn.

### Absence from Work

Discretion will be applied to any absence from work where the Company is satisfied that an employee made all reasonable efforts to get to work. Employees who find it impossible to attend work are required to contact their Manager without undue delay to explain the position and to keep their Manager updated regularly.

Where an employee fails to attend work and following investigation of the absence it is considered that the reason for the absence is unacceptable, then depending upon the employee's overall attendance record, disciplinary action may be applied.

### Health and Safety

For those employees who drive to work, where extreme snow is forecast, or has already fallen, employees should ensure they have a full tank of petrol and a fully charged mobile phone and should consider having the following items in their car.

- Small spade/shovel
- Blanket
- Thick winter coat

- Gloves
- Study shoes/boots
- Some food and a flask with a hot drink/soup
- In car mobile phone charger

If you become blocked by snow, you should remain with your vehicle as it provides shelter and warmth. Under no circumstances should you attempt to complete your journey on foot if it is snowing or dark.

Contact the emergency services with your mobile telephone, giving them your name, vehicle description and location. Remain with your vehicle until the emergency services arrive or until it is safe to continue with your journey.