

Severe Weather and Disruptions to Travel

The Company acknowledges that employees may occasionally have problems travelling to and from work due to either severe weather conditions or major disruptions to public transport (for example, train strikes or accidents on the roads). Whilst we understand and are committed to protecting the health and safety of all our employees, we must also ensure that the business and our clients are not unduly disrupted by external factors.

Reporting for work

We expect you to report for work regardless of the situation. You should therefore make every effort to attend work in all circumstances. When severe weather conditions occur or where there are major disruptions to public transport, you should take steps to obtain advice on the position from the appropriate external agencies and allow extra time for your journey, making alternative travel arrangements where appropriate. You will still be expected to attend work on time.

Unjustified or unacceptable absence or lateness may give rise to disciplinary action under the Company's disciplinary procedure.

Accepted absence or lateness

If you are unable to attend work or are going to be delayed by the weather conditions or public transport disruptions, you should contact your manager as soon as possible to discuss the position. If your manager is unavailable, you should speak to an alternative manager.

Where the Company accepts that you have used your best endeavours to attend work but you are unable to do so or you are late because of the severe weather conditions or the major disruptions to public transport, your manager will discuss the various options potentially available. At the Company's discretion, you may be required or permitted to:

- Make up the time at a later date.
- Take any absence from work as part of your annual leave entitlement.
- Take any absence from work as special unpaid leave (in this case, your pay will reduce accordingly to take account of the hours/days you have not worked).
- Be paid as if you had attended work on the day(s) of absence.
- Work from home or otherwise work remotely.

The Company will base its decision on your individual circumstances, for example your distance from home to work, your mode of transport and how viable it is for you to work from home, and on the needs of the Company.

Leaving work early

If severe weather conditions or major disruptions to public transport occur during the working day which will cause problems for you in travelling home, your manager will decide whether to allow you to leave work early (and to make up the time at a later date if necessary). The Company will again base its decision on your individual circumstances, for example your distance from home to work, your mode of transport and how viable it is for you to take work with you and work from home for the rest of the day, and on the needs of the Company.

Health and safety

The Company is committed to protecting the health and safety of all its employees and this includes during severe weather conditions and where there are major disruptions to public transport and

therefore a reasonable approach will be taken to the situation. You also have a duty to take reasonable care of your own health and safety and that of other persons who may be affected by your acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions and allowing more time for your journey, including making alternative travel arrangements where appropriate.

Winter 2010

