



# IMS POLICY

## ADVERSE WEATHER AND TRAVEL DISRUPTION POLICY

BELL GLOBAL PROPERTY SERVICES LIMITED



# ADVERSE WEATHER AND TRAVEL DISRUPTION POLICY



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# ADVERSE WEATHER AND TRAVEL DISRUPTION POLICY



## 1 Adverse Weather

1.1 This policy applies when employees are unable to work due to weather conditions during a working week.

## 2 Travel Disruption

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

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

2.2 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.

2.3 This policy applies to all employees including our Operatives and Staff and is designed to promote fairness and consistency in the treatment of employees throughout the Company when considering attendance at work during adverse weather conditions.

2.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

## 3 Travelling to Work

3.1 Employees should make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. This includes adapting the means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work. However, employees are not expected to, and should not, put themselves at risk based on any official weather warnings. It should be noted that where additional expense is incurred as a result of using different travel methods, these expenses cannot be reimbursed by the Company.

3.2 Employees who are unable to attend work on time or at all should telephone their line manager before their normal start time on each affected day.

3.3 Employees who are unable to attend work should check the situation throughout the day in case it improves. If conditions improve sufficiently, employees should report this to their line manager and attend work unless told otherwise.

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

## 4 Alternative Working Arrangements

4.1 Employees may be authorised to work from home, where possible, and where a sufficient amount of work is available to be undertaken from home. It may be possible to work from an alternative place of work, if available. In such circumstances, employees will receive their normal pay.

4.2 Employees who are able to work may sometimes be expected to carry out additional or varied duties during such periods. However, employees should not be required to do anything they cannot do competently or safely.

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## 5 Late Starts and Early Finishes

- 5.1 Employees who arrive at work late or who ask to leave early will usually be expected to make up any lost time. Managers have the discretion to waive this requirement or in the case of lateness where they are satisfied the employee has made a genuine attempt to arrive on time.
- 5.2 Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the employee's personal circumstances.
- 5.3 Where half the normal working day or more is lost this will be treated as absence and dealt with as set out below.

## 6 Absence and Pay

- 6.1 Employees who are absent from work due to extreme weather or other travel disruptions are not entitled to be paid for the time lost.
- 6.2 Absence relating to adverse weather and travel disruption can be treated in a variety of ways.
- 6.3 Employees should discuss their preference with their line manager, who retains overall discretion in the matter. A number of options are set out below:
  - a) Treating the absence as annual leave.
  - b) Making up the lost hours within a reasonable time and within no later than one month.
  - c) Treat the absence as unpaid leave.

## 7 School Closures and Other Childcare Issues

- 7.1 We appreciate that adverse weather sometimes leads to school or nursery closures or the unavailability of childcare.
- 7.2 In cases such as these where childcare arrangements have been disrupted, employees may have reasonable time off without pay. Alternatively, employees may utilise their annual leave entitlement or agree to make up the lost time with their line manager.

## 8 Inclement Weather Including Wet Time

- 8.1 In the event that employees are unable to work on the site allocated to them due to poor weather conditions such as rain, hail, snow or high winds, the employee must contact their line manager as soon as possible to inform them that the weather conditions are preventing them from continuing works on that particular site. This is most likely to arise in relation to rain, which is commonly referred to as wet time.

## 9 Alternative Work Available

- 9.1 In instances of inclement weather including wet time, the employee's line manager will confirm whether there is another location on the same site, or another site, which is not affected by the weather conditions. Such alternative work will be within the employee's skill set and may include internal works rather than external works.
- 9.2 In the event that there is such alternative work available, the employee must attend that site to undertake the work available. In such circumstances, the employee will receive their normal pay.

## 10 No Alternative Work Available

- 10.1 In the event that the employee's line manager confirms that there is no alternative work available, the employee must wait for the weather conditions to improve sufficiently before continuing with any further works on the site affected. In such circumstances, the employee will be paid their normal pay. This includes

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cases where the rain continues for the rest of the day and does not stop by the time that the employee's working day is finished in line with the employee's normal hours of work.

## 11 Employee Chooses to Leave Site Earlier

11.1 Should an employee choose not to wait until the rain goes off and decides to finish work earlier, the employee will only be paid for the actual hours worked that day. A failure to remain on site may result in disciplinary proceedings.

11.2 We expect our employees to record their hours of work accurately in their timesheets.

11.3 Should an employee submit a fraudulent timesheet, such conduct will be deemed to be gross misconduct and the matter will be dealt with in line with our disciplinary procedures.

## 12 Line Manager Authorisation to Leave Site Earlier

12.1 In some circumstances, the employee's line manager may, as a gesture of goodwill, where it is apparent due to local weather information that the rain or other inclement weather is unlikely to cease for the rest of the working day, authorise the employee to leave site early where there is no alternative work available.

12.2 In the event that the employee receives this express permission from their line manager, the employee will be entitled to their normal pay. Without this express consent to leave site early, the employee will only be entitled to be paid for the actual hours worked.

## 13 Bonuses During Wet Time or Other Inclement Weather

13.1 Any bonus targets set and achieved will be calculated on a weekly basis, not hourly or daily. Therefore, any bonus payable will be attached to the end of each full working week accounting for the tasks undertaken during that week and adverse weather conditions, if applicable.

13.2 Should adverse weather conditions (including wet weather) be encountered, the employee's weekly wage will be the higher figure of:

- a) the total hours worked in any given week at the employee's rate of pay; or
- b) the sum of the targets for the tasks completed that given week.

13.3 The sum of the targets completed in any week cannot be enhanced by additional hours including adverse weather or downtime unless authorised in writing by the employee's Branch Manager.