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1. Policy Statement

- 1.1 The Board of directors (the board) appreciate that there may be occasions when some business operations are disrupted due to severe adverse weather conditions. This could manifest in the necessary closure of a Company site or employees facing difficulties in getting to work.
- 1.2 The board is committed to minimising additional anxiety during such periods and have developed an approach that the Company will take when severe weather occurs and public transport is disrupted.
- 1.3 The board 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. Scope

- 2.1 This policy covers all individuals working for us, irrespective of their status, level or grade. It therefore includes all employees, temporary workers, contractors, agency staff, consultants, managers and directors (collectively referred to as 'staff' in this policy).
- 2.2 This policy applies where it becomes impossible or dangerous for staff to travel in to work because of:
 - (a) Extreme adverse weather such as heavy snow;
 - (b) Industrial action affecting transport networks; or
 - (c) Major incidents that affect travel or public safety.
- 2.3 It is not possible to be specific in defining severe weather. However, this policy is designed to address situations when there is significant disruption to transport.
- 2.4 This policy does not form part of any employee's contract of employment and we may amend it or depart from it at any time.

3. Responsibilities

- 3.1 The board has overall responsibility for the effective operation of this policy.
- 3.2 HR has primary day-to-day responsibility for overseeing its implementation.
- 3.3 All managers have a specific responsibility to operate within the boundaries of this policy, ensure that all staff understands what is expected of them and to take action when behaviour falls below requirements.
- 3.4 The HR Manager responsible for ensuring managers are given the necessary training to successfully discharge their responsibilities under this policy.
- 3.5 All staff are responsible for utilising every reasonable effort to comply with this policy.

4. Associated Policies and Documentation

The following documents are associated with this policy.

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- Parental Leave Policy
- Holiday Policy

5. Site Closures

- 5.1 The decision to close any operation of the Company will be taken by Shane O’Halloran and communicated to staff through the methods outlined below.
- 5.2 ‘Cascade’ approach - The senior manager at each site will contact a number of individuals who will then contact others, passing the message down the department until everyone has been contacted.
- 5.3 Intranet announcement – Information will be posted on to the Company Intranet. Staff that have access to the Intranet from their home PC or Company laptop should check this before setting out for work.
- 5.4 In the event of a site closure and subject to paragraph 9, employees will receive their normal pay.

6. Travelling to work

- 6.1 Unless notified in accordance with paragraph 5, staff 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. Travel on foot or by bicycle should be considered where appropriate and safe.
- 6.2 Staff who are unable to attend work on time or at all should telephone their line manager no later than one hour before their normal start time on each affected day.
- 6.3 Staff who are unable to attend work 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, staff should report this to their line manager and attend work unless told otherwise.
- 6.4 Employees who do not make reasonable efforts to attend work or who fail to contact their line manager without good reason may be subject to action under our Disciplinary Policy for misconduct. We will consider all the circumstances including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

7. Keeping the Company operating

- 7.1 Staff who are unable to attend work due to severe weather will be expected to work from home if this is possible. Contact should be made with his or her line manager to discuss any work that could be usefully completed.
- 7.2 Where possible, staff may be required to work from an alternative place of work, if available. Line managers will advise them of any such requirement.
- 7.3 Such staff will receive their normal pay.

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- 7.4 Staff that are able to work may sometimes be expected to carry out additional or varied duties during such periods. However, staff will not be required to do anything they cannot do competently or safely.
- 7.5 Staff who are on annual leave may be contacted and asked to attend work to cover for certain employees who live a long way from their work location.
- 7.6 Staff contacted as outlined in paragraph 7.5 can refuse to attend work.
- 7.7 Employees contacted as outlined in paragraph 7.5 that do attend work will be entitled to their annual leave at a future time.

8. Making up lost time, late starts and early finishes

- 8.1 Except in circumstances outlined in paragraph 5, employees who are unable to attend work during severe weather may be expected to make up all lost time.
- 8.2 Staff who arrive at work late or who ask to leave early will usually be expected to make up any lost time. The arrangement for this must be discussed and agreed with his or her line manager.
- 8.3 Managers have the discretion to waive this requirement in minor cases, or in the case of lateness, where they are satisfied the member of staff has made a genuine attempt to arrive on time.
- 8.4 Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the staff member's personal circumstances.
- 8.5 Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out below.

9. Absence and pay

- 9.1 Employees who are absent from work due to extreme weather or other travel disruptions are not generally entitled to be paid for the time lost.
- 9.2 However, as a gesture of good will, we will treat up to three days of absence caused by disruption in any annual leave year as special paid leave. Employees will only be eligible where their line manager is satisfied that they have made a genuine effort and could not reasonably be expected to attend work or work at home.
- 9.3 Absence in all other cases can be treated in a variety of ways. 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. If not enough annual leave entitlement remains, an employee may choose to borrow up to two days from the next leave year?
 - (b) Treating the absence as flexitime or time off in lieu.
 - (c) Making up the lost hours within a reasonable time.

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(d) Treating the absence as special unpaid leave

9.4 If, in exceptional circumstances, we decide to close the workplace, employees will be paid as if they had worked their normal hours.

10. School closures and other childcare issues

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

10.2 In cases such as these where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay. For further information, see our Parental Leave Policy – document ref:

11. Monitoring and Review

11.1 To ensure the policy remains efficient, effective and relevant and consistent with regulatory developments, it will be reviewed by the Compliance Manager in consultation with our legal representatives at least annually.

11.2 Recommendations for any amendments are reported to the board.

11.3 Employees are invited to comment on this policy and suggest ways in which it might be improved by contacting the HR Manager.

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