

Severe Weather and Travel Disruption Policy

Company Name:	Education Placement Group Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
Topic:	Severe Weather and Travel Disruption
Date:	May 2019
Version:	7

1. Reasons for unavoidable absence

The Company recognises that staff may face difficulties attending their place of work and returning home during periods of severe weather or when there are disruptions to public transport.

There are a number of circumstances covered in this policy if a member of staff is unable to make it into their normal place of work:

- When there is a period of "unexpected" adverse weather.
- When public transport has been disrupted, for example by the weather or by a strike, and affects their travel arrangements;
- Road Closures, leaving no other safe alternative route into work.

The Company's obligation to its staff is to ensure health, safety and welfare of all its employees at work.

2. Employee Responsibilities

- 2.1 All members of staff are expected to attend work unless they are genuinely prevented from doing so.
- 2.2 All members of staff are expected to enquire about alternative methods of making the journey to work should their usual method be disrupted due to unexpected conditions.

This may include, but is not limited to:

- 2.2. i Looking into alternative methods of public transport;
- 2.2. ii Walking (this is expected should you live within 3 miles of the nearest The Company office);
- 2.2. iii Car Pooling;

- 2.2. iv Taxi (the Company may reimburse any reasonable travel costs incurred)
- 2.2. v Working from a different branch which may be more accessible.

- 2.3 It is the member of staff's responsibility to contact their line manager no later than 30 minutes before their shift starts to inform them of any disruption they have experienced and attempts being made to make it into their normal place of work.
- 2.4 The member of staff must make any reasonable attempt to make it into their normal place of work. If conditions in the morning are so severe that this is not achievable then the employee should make reasonable efforts throughout the day to attempt the journey. At each stage, nevertheless, the member of staff should keep their line manager updated on conditions.
- 2.5 Where a member of staff is late for work due to adverse weather conditions or traffic disruptions it is their responsibility to keep their line manager informed. Every attempt must be made to allow for these disruptions by allowing more time to travel to work. The member of staff must inform their manager of the time they expect to be in work and reasons for lateness.

3. Investigations

- 3.1 If there is a belief member of staff's absence may be unjustified, or reasonable effort has not been made to attempt the journey into work, or the employees fails to communicate reasonably with their manager, management will investigate and, if appropriate, resort to disciplinary action.

4. Deductions from Earnings

- 4.1 If a member of staff is found to have deliberately not attended work the Company may decide to deduct the appropriate amount of pay from that employee's salary.
- 4.2 Staff that are absent from work without authorisation are not entitled to be paid.

5. Taking Annual Leave

- 5.1 If a member of staff is unable to make it into work or in the event they make it into work and the day is disrupted staff may be given the option to take annual leave for this period rather than take unpaid leave or working from home.

6. Home working

- 6.1 If a member of staff has made all reasonable attempts to make it into work (examples of which are listed in clause 2) and can still not make the journey in, there are facilities in place to work from home. All staff must liaise with their line manager when agreeing to work from home.
- 6.2 Once the member of staff has been granted permission from their line manager to work from home, the member of staff must then contact the IT helpdesk on **0345 527 4394** to be set up.
- 6.3 Whilst working from home it is the member of staff's responsibility to keep their line manager informed on what work is being carried out.

6.3 It is important to note that the home working availability is not an excuse to not attempt the journey into work.

7. Who is covered by the policy?

7.1 This policy covers all individuals working for us or at any of our premises irrespective of their status, level or grade. It therefore includes all employees, managers, directors, officers, consultants, contractors, trainees, homeworkers, casual and agency staff, part-time or fixed term employees (collectively referred to as **staff** in this policy).

7.2 This policy does not form part of any employee's contract of employment and we may amend it at any time or depart from it where we consider appropriate.