

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations.

Introduction

In recent years, severe weather conditions have adversely affected some staff's ability to get into work therefore this policy has been developed to cover situations, such as heavy snow, flooding, or severe weather warnings. This policy is non-contractual in its effect and does not form part of normal terms and conditions of employment, unless otherwise stated in your contract of employment.

Policy Aims

The Company recognises the need to safely maintain its operation during adverse weather conditions, whilst maintaining its duty of care to employees. This policy is based on the clear principle that in accordance with an employee's contract of employment they are required to attend for work in order to receive payment.

This policy is intended to provide guidance within which these circumstances can be dealt with effectively ensuring all employees are treated fairly and consistently.

1. The Company's Responsibilities

The Company will use appropriate methods of informing staff, clients and members of the general public of changes to operations in the event of adverse weather conditions.

Only in very exceptional circumstances will the Company close buildings. In this case we will issue a direct instruction to staff regarding the need to close buildings or reduce service provision due to extreme weather conditions. Full instructions will be provided to all staff in such circumstances.

2. The Employees Responsibilities

An employee should inform their Line Manager should they feel that their personal safety and /or that of others is at risk in the event of adverse weather conditions.

All employees are expected to make a genuine effort to report for work at the recognised start time, which could entail having to make special arrangements to ensure that they can attend each day. If an employee is late or cannot reach work they must telephone their Line Manager as soon as possible to explain the situation.

PLEASE NOTE: Existing timescales for reporting sickness absence should be used for this purpose. Following discussion between your Line Manager and you, consideration may be given to the employee working from home or from another site that they are able to get to. In such circumstances and where the staff member is unable to undertake their normal duties it will be expected that he/ she will assist in any other area of business that requires support. Employees shall not unreasonably refuse to comply with temporary redeployment to an alternative base or undertake other duties.

Factors to be taken into account when deciding if the employee has met with their responsibilities within this policy include assessing:

- The employee's attempts to attend work.
- Whether any special arrangements were considered by the employee.
- The likelihood of the employee attending work when considering transport links, means of transport and any other methods of travel at their disposal.
- Whether employees from the same geographical area have successfully attended work.

If the Company is not satisfied with the above, it may, where appropriate, consider disciplinary action.

3. On The First Day of Bad Weather

Where an employee arrives late or leaves early, or is unable to attend work for their contracted hours and the manager is satisfied with the employee's explanation, the employee will be granted paid leave for the period absent from work.

Should an employee request to leave early due to worsening weather a manager will give this favourable consideration. Any time taken under such circumstances is expected to be taken as annual leave or unpaid leave.

4. On Subsequent Days of Bad Weather

If the employee is still unable to report for work on subsequent days at the discretion of the manager consideration will give to treating any lost time as:

- Lieu Time.
- Annual Leave.
- Unpaid leave of Absence.
- Making the employee absent without pay (where no notification or explanation was received).

In the event of an employee having exhausted their annual leave, they may if they wish (in the event of adverse weather), borrow annual leave from the following year. Any debit of this entitlement will however be expected to be made up within three months.

In such circumstances as described above, your Line Manager will consider a range of factors impacting upon an employee's ability to attend for duty this may include:

- The safety of the employee.
- Distance travelled to work.
- Prevailing weather conditions and their estimated duration.
- An employee's regular mode of transport.
- Dependent or child care.
- Any physical impairment that may present additional barriers to attendance. (e.g. wheel chairs)

5. Implementation of the Policy

Overall responsibility for policy implementation and review rests with the Company senior management. However, all staff are obliged to adhere to and support the implementation of the policy.

6. Monitoring

The policy will be monitored on an on-going basis and the Company will monitor that all employees are advised of the policy.

7. Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice of these.

8. Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event you are unhappy with any decision made you should use the Company's formal Grievance Procedure.

To the extent that the provisions of this policy reflect statutory provisions, they will alter automatically when and if those provisions are changed.

Adverse Weather Policy



Signed:

Position: Managing Director

A handwritten signature in black ink, appearing to read 'N. Jones', is written over the signature line.

Name: Neil Jones

Date 30/07/2025