

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

Part 1 General

Smartwatch Solutions Ltd understands the rights of their Employees set out in the Working Time Regulation (WTR) and is committed to ensure that all its employees are not overworked and the working conditions do not extend to creating stress at work or places the employee in danger. 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.

Smartwatch Solutions' working procedures comply with the (WTR) to ensure all employees shall have a minimum of:

- a) 1hrs rest break in every 12hr shift (not to be taken later than 6hrs of working).
- b) If shifts extend 13hrs, additional breaks must be taken in respect of the extra hours.
- c) Any employee wishing to work over 48hrs must sign the working time waiver and has the right to cancel this agreement at any time with a minimum of 7 days or laid out in the terms and conditions of their employment.
- d) Where certain sites dictate shifts over 13hrs, employees working these sites must have a minimum of 90hrs per week rest; this is not to include travel time.

If there are any Employees who feel they are over worked or feel the company is not allowing adequate rest times, these Employees have the right to raise these concerns through the companies Grievances Procedure.

Part 2 Rail

Smartwatch Solutions Ltd is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of the Railway and Other Guided Transport Regulations and Network Rail Company Standards and Procedures. We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

Smartwatch Solutions Ltd will take all measures as far as is reasonably practicable to ensure that all employees and sub- contractors are aware of and adhere to the guidelines for hours of work.

Smartwatch Solutions Ltd requires that all employees or sub-contractors shall not:

- Work in excess of 14 hours per day door to door;
- Work in excess of 72 hours per calendar week;
- Work more than 13 days in any 14-day period;
- Take less than 12 hour's rest between shifts.

Deviation from the above limits will require a Risk Assessment and will affect the Client's Safety Case.

Travelling Time

All Smartwatch Solutions Ltd employees or contractors working on behalf of Smartwatch Solutions Ltd who hold a Sentinel card competency will be required to adhere to the following requirement with regard to travelling to sites:

- Travelling to a training site between 1 to 1½ hours each way is acceptable;
- If travelling to a training site is over 1½ hours each way, then lodging is required. Employees should not exceed the maximum of 14 hours per day including any travelling time.

Smartwatch Solutions Ltd has developed internal procedures to prevent employees or sub-contractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

Signed:

Position: Managing Director

A handwritten signature in black ink, appearing to read 'N. Jones', written in a cursive style.

Name: Neil Jones

Date 31/07/2025

Uncontrolled when printed

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