



SEVERE WEATHER AND DISRUPTION TO PUBLIC TRANSPORT POLICY

1. Introduction

- 1.1 Seaton Rail Limited recognises that employees may sometimes experience problems travelling to and from work during periods of severe weather conditions or major disruptions to public transport e.g. train strikes.
- 1.2 Whilst the Company is committed to protecting the health and safety of all our employees, we must also ensure that the business and our clients are not unduly disrupted by external factors.
- 1.3 The purpose of this policy is to explain the responsibilities of employees in respect of attendance at work during severe weather or when there are disruptions to public transport.

2. Reporting for work

- 2.1 We expect all employees to report for work regardless of the circumstances. Employees should, therefore, make every effort to attend work in all circumstances. However, it is not the Company's intention that employees should put themselves at unnecessary risk when trying to attend work.
- 2.2 When severe weather conditions occur, or where there are major disruptions to public transport, employees should take steps to obtain advice on the position from the appropriate external agencies e.g. the police, public transport information services etc, and allow extra time for their journey, making alternative travel arrangements where appropriate. Employees will still be expected to attend work on time.
- 2.3 If employees are unable to attend work or are going to be delayed by the weather conditions or public transport disruptions, they should contact their line manager as soon as possible to discuss the position. If the employee's line manager is unavailable, he/she should speak to On Call Manager.
- 2.4 Where the Company accepts that employees have used their best endeavours to attend work but they are unable to do so or they are late because of the severe weather conditions or the major disruptions to public transport, the employee's line manager will discuss the various options available. At the Company's discretion, employees may be required or permitted to:
 - Make up the time at a later date;
 - Take any absence from work as annual leave;
 - Take any absence from work as unpaid leave and a deduction will be made from the employee's wages accordingly;
 - Be paid as if the employee had attended work;
 - Work from home or otherwise work remotely.
- 2.5 The Company will base its decision on individual circumstances, for example distance from home to work, mode of transport used and on the needs of the Company.

3. Leaving work early

- 3.1 If severe weather conditions or major disruptions to public transport occur during the working day, line managers will decide on a case-by-case basis whether to allow employees to leave work early. The Company will again base its decision on the employee's circumstances, e.g. distance from home to work, mode of transport, how viable it is for the employee to work from home for the rest of the day, and on the needs of the Company.

4. Health and safety

- 4.1 The Company is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of all its employees and this includes during severe weather conditions and where there

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are major disruptions to public transport. Therefore, a reasonable approach will be taken to the situation. Employees are reminded of their duty to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions and allowing more time for journeys, including making alternative travel arrangements where appropriate.

4.2 The Company recognises that severe weather particularly affects employees whose job involves working outdoors or driving. All such employees should read and observe the Company's **Safe Driving Policy**.

Reviewed By

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Managing Director
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