



## Severe Weather Conditions Policy

*Rydon*



### Can't get into work! What should I do?

#### Background

During bad weather or when there are severe transport disruptions, staff may have difficulties getting to work or returning home.

Severe weather conditions include any condition such as snow, ice, fog, floods which render journeys by both public and private transport hazardous. Generally these would be conditions in which the police and/or appropriate motoring organisations advise people not to make unnecessary journeys or indeed travel at all.

Staff should make every effort to attend work safely. It is acknowledged that individual circumstances will vary greatly and therefore it is unlikely that this policy will cover all eventualities. Senior Management discretion may be necessary if there are exceptional circumstances.

#### Policy

This policy aims to ensure that equal and fair treatment is applied as far as possible to staff who are unable to attend work, or who have to work a shorter day than normal, due to severe weather conditions. The general legal position is that when staff cannot attend work they can be required to take the time off as holiday or to take unpaid leave. However, we have taken the view that staff should not be penalised through no fault of their own so, provided that we are satisfied that they have followed this policy and have used their best endeavours to get into work or have worked from home if they are able to do so, we will continue to pay them normally, subject to management discretion.

Rydon is committed to protecting staff health and safety and does not expect staff to put themselves at risk when trying to attend work. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult conditions, such circumstances should not be seen as an opportunity to take extra time off work. Where applicable, Navman will be used to monitor operational

staff's journeys. Any member of staff who cannot get to work must inform their line manager at their earliest opportunity.

During severe bad weather, any member of staff who lives within one mile of any of our offices should make their best endeavours to get into work to the closest local office by foot, providing that they feel safe in doing so.

It is our aim, in severe bad weather, to keep our main switchboard open for as long as possible and we will always attempt to keep our offices staffed until at least 3.30pm in the winter, allowing staff who live locally to return home whilst it is still light. When our offices are closed our main switchboard will be moved to night service, and any messages will be monitored remotely until 6.00pm. Rydon's Helpdesk will transfer to the Out of Hours's service.

Members of staff who live further afield and manage to travel in by road to work or rely on public transport should use their best judgement and take heed of any travel warnings when deciding when best to make their homeward journey. Where possible always check with your line manager before leaving.

Anyone who cannot get into the office should do their best to work from home. All email accounts can be accessed from any web browser via <https://webmail.rydon.co.uk/owa/> and this can be used to access Microsoft Outlook, including checking and responding to emails. Staff who are provided with a Safeword or RSA secure ID device can also connect to access their normal areas of the network. However due to there being a maximum number of concurrent users who can access the network in this way, we recommend that where possible staff access files and download them temporarily to their local computer and then log out. Work on the files can continue on the local computer and, once completed, should be uploaded to the system by logging on again. All the files should then be deleted from the local computer.

Severe bad weather disruptions are normally anticipated by the weather forecast. In such circumstances we expect staff to prepare in advance for the prospect of working remotely or in other offices by taking home with them necessary equipment (such as laptops) and documents (either hard copy or in electronic form).

Anyone who does not get into the office, even if working from home, should be recorded as absent by Absence Coordinators on 'My Rydon' due to 'Bad Weather Disruption'. This will enable us to accurately assess the impact to the business of severe weather disruption and help with future business planning.

## Governance

Co-ordination of Absence Management is the responsibility of the Director of SHE, HR and Office Services.

All company policies are reviewed by the Group Board and signed by the Group Chief Executive on at least an annual basis, or earlier if affected by legislation. This ensures that policies respond to current legislation and market demands and meet the standards of the Group.

**Signed:** Signature(s) removed for security reasons:  
signed copies available on request.

**Donna Newell**  
Director of SHE, HR and Office Services

**Signed:** Signature(s) removed for security reasons:  
signed copies available on request.

**Robert Bond**  
Group Chief Executive

**Dated:** October 2011