



Severn Group

Adverse Weather Policy

DECEMBER 2022



SEVERN
Superior Valve Engineering

The Expectation

This Policy summarises the Company's procedures and outlines employees' responsibilities for attendance at work during severe weather conditions or when there are problems with public transport due to severe weather. Every region faces weather-related threats and challenges, this Policy has been developed to ensure that individuals are treated fairly and consistently.

Who does this Policy apply to?

This Policy applies to all employees based in the UK.

General principles

While we are committed to protecting the health and safety of all our employees, we must ensure that disruption caused to our business remains minimal. All employees are expected to use every effort to report for work at their normal workplace at their recognised start time, which could entail having to make special arrangements to ensure that they can attend each day. However, it is not the Company's intention that employees put themselves at unnecessary risk when trying to attend work. This Policy is intended to implement a sensible and caring approach to individual employee circumstances whilst balancing the needs of the Company.

Procedure if you are unable to reach your normal place of work

If you expect to be late or cannot safely reach work due to adverse weather or experience related problems on public transport, you must let your line manager know as soon as possible. Unless your line manager tells you otherwise, you should telephone to notify them every day that you are unable to get to work. Failure to notify that you are unable to attend work without a reasonable explanation will count as an unauthorised absence.

If you are unable to attend your normal workplace due to adverse weather conditions, your line manager may ask you to work from home or comply with temporary redeployment to an alternative workplace. If this is not possible, you will be required to either:

- to take holiday;
- to take unpaid leave; or
- at your manager's discretion, to make the time up within a reasonable and agreed time scale - whilst doing so, you will not be eligible to claim overtime.

It is the responsibility of line managers to ensure that the appropriate holiday and/or absence forms are completed via Cezanne and sent to payroll notifying them as to the nature and duration of any leave which has been taken. This needs to be done as soon as possible.

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Deterioration of weather whilst at work

If you wish to leave your workplace early because the weather is becoming worse and you anticipate being unable to travel home, you must discuss this with your line manager. They will decide on a case-by-case basis whether it is appropriate to leave work early. When making this decision, they will take into account the employee's circumstances (e.g. distance from their home to work, mode of transport), the employee's views and the needs of the Company.

If your manager agrees that you can leave early, you must also agree whether you should take the time as annual or unpaid leave or whether you can make the time up within a reasonable and agreed time scale.

If we decide to close your normal workplace when you are ready and available for work, you will be paid for your normal working hours. Senior Management will notify you if your workplace is closing.

School/nursery closure impacting on your ability to work

If your child's school or nursery has closed due to bad weather and this impacts on your ability to come to work, please use our Emergency Time off to Help Dependents Policy.

Possible disciplinary action

Where it is suspected that an individual is using adverse weather conditions as an excuse not to attend work or there is unauthorised absence on your part, we may take action under our Disciplinary Policy.

Data protection

Dealing with absences/requests to arrive at work late or leave early under this Policy involves us processing the personal data of the employees concerned. For information about our processing of personal data under this Policy, including details of our legal grounds for doing so, how long we retain such personal data, whom your personal data is shared with, your rights under data protection law and whom you should contact if you have any concerns, please see our employee privacy notice, which can be accessed on the Policy Hub of the Groups SharePoint site.

Agreement to follow this Policy

This Policy is fully supported by The Board and Executive Team. This Policy is non-contractual, and the Company reserves the right to update it at any time.

This Policy should be read in conjunction with the Code of Conduct, Disciplinary Policy, Equality, Diversity and Inclusion Policy and Hybrid Working Framework. All Severn Group Policies can be accessed on the Policy Hub of the Groups' SharePoint site.



At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



Customer



Integrity



Excellence



Accountability



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