



ADVERSE WEATHER OR OTHER EMERGENCY CONDITIONS POLICY

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The Society recognises that in certain circumstances adverse weather conditions or other emergency situations can prevent employees from attending their normal place of work.

This policy is based on the clear principle that in accordance with an employee's contract of employment they are required to attend for duty in order to receive payment. It is expected that employees will make every reasonable effort to reach their normal place of work or, where applicable, an agreed alternative location. However, employees should not put themselves at unnecessary risk. No employee will be required to attend for work if it is unsafe to do so. Managers are expected to ensure that the safety of employees is not compromised in any way. If in doubt, advice should be sought from the People & Performance Department as necessary.

To assist all decision makers, this policy sets out a number of key principles. Only in very exceptional circumstances will the Society issue a direct instruction to staff regarding the need to close sites or reduce operational and service provision due to extreme weather conditions (Amber or Red Warnings as advised by the Met Office) or other emergency conditions (as defined by the Society). Where it is known in advance that this is taking place, the Line Manager will be responsible for contacting all of their employees. In these circumstances full instructions will be provided as to how this time should be reflected and all employees will be made aware of these arrangements.

In all other circumstances, employees will be expected to present themselves for duty appropriately. This may mean, with management approval, at an alternative work base. As stated in the employee's contract of employment, all employees of the Society may be required to comply with temporary redeployment to an alternative base or undertake other duties.

The following is intended to provide guidance within which these circumstances can be dealt with effectively by employees and Managers.

In circumstances where an employee is unable to attend for work or will be late arriving to work it is the employee's duty to report the fact to their Line Manager by telephone at the earliest opportunity. If an employee is not attending work, existing absence reporting procedures should be adhered to.

(A) Arriving Late

Where the Line Manager is satisfied that an employee has genuinely been prevented from attending their normal or alternative base by their normal starting time solely due to adverse conditions, any lateness will not be penalised under any of the Society's Policies. Arrangements will be made for lost time to be worked at a later date or authorised unpaid leave may be granted (if lost time unable to be worked back).

(B) Leaving Early

Line Managers will be responsible for deciding whether any request to leave early is warranted, bearing in mind any weather/travel information obtained, the home address of the employee and their usual mode of travel.

Where early leave is considered to be justified, the Line Manager will authorise the request to leave early. Arrangements will be made for lost time to be worked at a later date or authorised unpaid leave may be granted (if lost time unable to be worked back).

(C) Working from Home

In certain circumstances and where employees have the resources and equipment to allow it, Line Managers may agree that an employee can work from home. The work to be undertaken at home must be agreed with the Line Manager and will be the subject of normal managerial procedures on return to work. Where home working is authorised, the employee will normally be paid for their standard working day.

(D) Attendance at an Alternative Workplace

If an employee's normal place of work is open but it is deemed unsafe for them to travel, or if their normal workplace is closed, they may be required to attend at another Society work location to which they can travel safely. Where possible these arrangements should be agreed and put in place in advance. Please note that any employees who are redeployed to a Food Store to work and who have not completed the mandatory two hour training for alcohol or food hygiene training, will not be permitted to work with alcohol, to serve on tills or work with Food to Go.

(E) Provision of Care for a Dependent

There may be circumstances where an employee's inability to attend work is caused by a need to provide emergency care for family purposes (e.g. school closures). In such circumstances, guidance should be sought from the Emergency Dependent Care Leave Policy. Employees are not permitted to work from home to care for dependants in the event that normal arrangements are unavailable.

(F) Inability to Attend Work (where A to E above do not apply)

There may be circumstances where an employee cannot get to work, is unable to work from home and cannot work at an alternative location. If this is the case, and the Line Manager is satisfied that an employee has genuinely been prevented from attending work, then the employee will be given a choice of how their absence should be processed. The employee may choose to treat the time off as:

- i. **Flexi – Leave** - for office based employees who participate in the scheme.
- ii. **Annual Leave** - The time will be recorded as annual leave.
- iii. **Unpaid leave of Absence** - The time will be unpaid.
- iv. **Make Up Lost Time** - With the agreement of the Line Manager making the lost time up. This should be done within four weeks of the absence.

Should the employee subsequently become able to reach their normal place of work or an agreed alternative workplace, they must endeavour to do so as soon as practicably possible.

(G) Closure of Place of Work

Where a decision is taken by the Society to close a branch / location due to adverse weather, affected employees may be required to attend at an alternative place of work or work from home. If neither of these applies, employees will be entitled to paid leave for their normal hours of work for the duration of the closure.

Disputes Arising from the application of this Policy

Where matters of individual dispute cannot be resolved at the lowest appropriate level, the matter may be referred through the Society's Grievance procedure.

Abuse of the Policy

Any abuse of this policy will be investigated and, if necessary, disciplinary action may be taken.

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