



BRADLEY DEMOLITION

Travel Disruption Policy

Introduction: Bradley Demolition LTD recognises that various factors can impact upon an individual's ability to reach his/her workplace. These can range from poor weather and traffic conditions to industrial action that might affect public transport and/or supply of fuel.

Purpose of policy The staff team within the company is integral to the success of the charity; without its people, the company could not operate, nor be the success that it is. This policy states the steps that it expects its team to take to reach work in the event of any such conditions, or similar, described in the above introduction and the contingency plans that it expects its managers to have in place should such an occurrence arise.

Key points

1. Plan ahead Each team member should consider alternative methods of reaching work in the event of any of the conditions described above. Similarly, managers should consider the steps they would need to take in the event that they or another team member cannot reach work.
2. ****Flexibility**** Consider alternative work patterns for team members and the option of work from home
3. Employees are not automatically entitled to pay if unable to get to work because of the weather or other factors There is no legal right for staff to be paid by an employer for travel delays (ACAS guidance, November 2013). Each case will be considered on an individual and equitable basis by the Head of Operations or the relevant line manager.

Questions & answers

How can staff help to keep disruption to a minimum?

- Plan how you can get into work. Public transport may be running altered timetables. Car and cycle routes may be closed or altered and you may need to consider alternative routes or travel methods
- Consider arrangements should schools have to close; do you have back-up arrangements for childcare?

- Make sure you know how to contact your line manager should you be delayed or are unable to get into work
- Consider how your workload can be dealt with in your absence. Are you able to let your manager know where everything is with a phone call? Can you let your employer know of any deadlines at risk?

What happens if schools are closed and parents/carers cannot come to work?

In an emergency situation, an employee is entitled to unpaid time off work to look after dependants. Extreme weather conditions could be seen as an emergency situation.

This right to Time Off for Dependants will vary according to each individual's circumstance.



Signed:

Andrew Hill - Director

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