

GARDEN ORGANIC - SEVERE WEATHER POLICY

Garden Organic recognises that in certain circumstances severe weather conditions can prevent employees from attending their normal place of employment or may require them to leave early in order to get home.

1. The Policy in Operation

1.1 It is expected that employees will make every reasonable effort to reach their normal place of employment. However, employees should not put themselves at risk.

1.2 Where it is too dangerous to travel for work purposes, the Executive Team will issue a directive prohibiting travel.

1.3 No employee will be required to attend for work unless it is reasonably practicable to do so. Managers are expected to ensure that the safety of employee's is not compromised in any way.

1.4 It is recognised that there will be occasions when the weather is so severe that some employees will be unable to get to their normal place of work on time or will be unable to get to work at all.

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

2. Procedure

2.1 In circumstances where the employee is unable to attend for work or will be late arriving to work it is the employee's duty to report to their Line Manager at the earliest opportunity.

2.2 Remote workers who are unable to travel to a pre booked venue must first contact their Line Manager, then make every effort to contact the venue and inform delegates of the situation.

2.3 Managers should, where possible, adopt a flexible and consistent approach in such cases.

3. Arriving Late

3.1 Where the Line manager is satisfied that an employee has genuinely been prevented from attending work by their normal starting time, any lateness will not be penalised under any of the company's policies. Employees who arrive late due to adverse weather will normally be paid for their standard working day.

4. Leaving Early

4.1 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.

4.2 Where early leave is considered to be justified, the Line Manager will authorise the request to leave early. Employees who leave work early due to adverse weather will normally be paid for their standard working day.

5. Working from Home

5.1 In certain circumstances Line Managers may agree that an employee can work from home. Where home working is authorised, the employee will normally be paid for the standard working day.

6. Provision of Care for a Dependant

6.1 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 Dependant Care Leave policy. (It should be noted that where school closures are concerned, an employee cannot bring their child in to the workplace).

7. Inability to Attend Work (where 3 to 6 above do not apply)

7.1 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, and 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. **Authorised Time Off in Lieu:** The employee will be required to make up the hours at a later date.
- ii. **Annual leave:** The time will be recorded as annual leave.
- iii. **Unpaid Leave:** The time will be unpaid.

Should the employee subsequently become able to reach their normal place of work they must endeavour to do so as soon as practicably possible.

8. Closure of Offices

8.1 Where a decision is taken by the Garden Organic Executive Team to close the offices due to adverse weather (or other such circumstances), employees will be entitled to be paid for their normal hours of work for the duration of the closure.

9. Communicating Closure of Offices

9.1 Where severe weather conditions develop overnight, an early morning decision will be made by the Executive Team as to whether the offices will close. In this instance the Finance Director (or in the absence of the FD, another member of the Executive Team) will contact a pre-designated officer who will then update the Garden Organic website (www.gardenorganic.org.uk) by 7.30 a.m at the latest. A message will appear on the home page of the website indicating that the office will be closed that day. All employees will be expected to check the website for the latest update before setting out on their journey to work. Additionally, all Line Managers should make a note of their individual team member's telephone numbers so that information can also be communicated by text or phone calls.

9.2 The Facilities Manager (or in the absence of the FM, the Facilities Technician) will contact a representative from each tenant organisation and also any relevant contractors (such as cleaning contractor) to inform them that the office will be closed.

10. During periods of adverse weather the employee should:

10.1 Think about alternative travel arrangements and routes to and from work. If possible consider sharing journeys with colleagues.

10.2 Ensure you have appropriate contact information for your manager and team.

10.3 Consider working from home or altering your working hours.

10.4 Consider what workload and deadlines need attention and relay these to your manager or colleagues.

10.5 If you have dependent children consider what provisions could be made for their care in the event of school closures.