

The Working Time Regulations

Global Renewables Lancashire Operations Ltd (GRLLOL) is committed to managing the health & safety of staff and monitoring their working hours.

The Working Time Regulations (WTR) lay down minimum conditions relating to weekly working time, rest entitlements, annual leave and make special provision for working hours and health assessments for night workers. The regulations also implement provisions of the Young Workers Directive that relate to working time for adolescents between school leaving age and 18.

The Regulations impose responsibilities on both managers and staff to ensure that working time provisions and safe working arrangements are observed. The aim of this Policy is to ensure that the Company complies with the requirements of the Working Time Regulations and to provide an overview to help managers and employees with the implementation of the regulations.

The policy applies to all GRLLOL employees (including temporary staff); and those deemed to be 'workers' under the legislation.

No member of staff will suffer any detriment because they have exercised their rights under the Working Time Regulations.

Arrangements

Working Time

Working Time is defined as when a staff member is working, at their employer's disposal, and carrying out their activity or duties. It includes time taken for training purposes, civic and public duties, health and safety and trades union duties. Breaks when no work is done (such as lunch breaks), time on call outside the workplace (such as on 'standby' at home), normal travel time to and from work, paid or unpaid leave and evening or day release classes not related to work are not classed as 'work' and any time spent on these activities does not count towards statutory limitations.

Working Hours and Reference Period

Workers are subject to a maximum 48 hour working week. This is normally averaged over a 17 week reference period. A worker can, therefore, work more than 48 hours in a week as long as the average over the 17 week reference period is no more than 48 hours. The 17 week reference period can be extended, up to a maximum 52 weeks, through a workforce or collective agreements between employers and workers.

48 Hour Limit

No staff member shall work over an average of 48 hours per week, unless he / she have previously agreed in writing to do so.

Staff members can opt-out of the working time regulations, however any opt-outs must be on an individual voluntary basis and employers cannot force workers to opt-out. An individual opt-out will apply to such time as a worker cancels their opt-out agreement.

An opt-out form is available from SHEQ Manager and should be submitted to the Business & Finance Administrator.

This document remains the property of Global Renewables Lancashire Operations Limited and must not be shown or given to any third parties without the prior written permission of a Management System Representative.

Printed copies of this document are not controlled

Staff with more than one job/employer

Staff must inform their line manager if they have or are in the future considering taking up additional employment with another employer or in a self-employed capacity which could result in regularly working over 48 hours a week.

It is a requirement of our employment contracts that where staff wish to undertake additional paid employment they must obtain written consent from the General Manager.

Where employees have more than one job, the combined hours should not exceed the weekly average of 48 hours. Individual employees have a responsibility to ensure that any work undertaken outside their main employment with GRLOL does not adversely affect their ability to satisfactorily perform their work for GRLOL.

Agreeing to Work over the 48 Hour Average

In normal circumstances GRLOL does not require any member of staff to work in excess of an average of 48 hours per week. However, there may be circumstances where an individual member of staff might be requested to work more than this average, in which case they must agree in writing that the weekly limit does not apply by completing the individual opt out form and submitted to Business & Finance.

GRLOL, through the relevant Line Manager, will need to be satisfied that the health and safety of the individual member of staff, their colleagues and the safe delivery of the service will not be adversely affected when making such individual agreements. It is important that managers and staff do not presume that working beyond the average weekly limit of 48 hours should be the norm.

The Business & Finance department will maintain a record of those staff who has agreed to opt-out of the maximum weekly limit. A copy of the opt-out agreement will be kept on the employee's Personnel file.

In Work Rest Breaks

An employee shall be required to take an uninterrupted break of at least 20 minutes when working time is more than 6 hours. This is an unpaid break.

A break of at least half an hour in a full day is to be encouraged and it is the Manager's responsibility to ensure that breaks are able to be taken.

Daily Rest Period (between workdays)

An employee shall be entitled to a rest period of at least 11 uninterrupted hours between each working day.

Weekly Rest Period

A member of staff shall be entitled to an uninterrupted rest period of at least 24 hours in each 7 day period, averaged over two weeks (each week starting at midnight between Sunday and Monday). The weekly period is in addition to each daily rest period and in addition to paid annual leave.

Please note the opt out form does not allow you to opt out of the minimum weekly rest periods.

Audit, monitoring and review

Routine monitoring of working hours is the responsibility of line managers. Monitoring of hours of work will also be undertaken periodically using the Electronic Staff Record (TMS). All GRLOL policies are subject to monitoring and review by Management.

This policy is available on SharePoint and available to all staff.

Working Time Regulations- Individual Opt Out Agreement

I hereby agree that the limits on working hours stipulated in Part II Section 4(1) of the Working Time Regulations shall not apply to me and that I am willing to work for more than an average of 48 hours per week over a 17 week reference period.

This agreement shall take immediate effect and apply indefinitely; however I understand that I may terminate this agreement at any time giving three months written notice of my intention to do so.

I agree to comply with any procedures Global Renewables Lancashire Operations Ltd may adopt to enable it to comply with the legal requirement that records are kept of hours I work.

Employee Signature:

Print Name:

Date:

Copies of this agreement should be retained by the individual, the line manager and kept on the employee's personnel file.

This document remains the property of Global Renewables Lancashire Operations Limited and must not be shown or given to any third parties without the prior written permission of a Management System Representative.

Printed copies of this document are not controlled

Working Time Regulations- Cancellation of Individual Opt Out

I hereby give notice that I am terminating my agreement to opt out of the requirements on working hours as stipulated under Part II Section 4 (1) of the Working Time Regulations.

I understand that by terminating my individual agreement to opt out I will no longer be able to work more than an average of 48 hours per week over a 17 week reference period. I also understand that the termination of my opt out from the Working Time Regulations will take effect three months from the date of this written notice.

Employee Signature:

Print Name:

Date:

Copies of this form should be retained by the individual, the line manager and kept on the employee's personnel file.

This document remains the property of Global Renewables Lancashire Operations Limited and must not be shown or given to any third parties without the prior written permission of a Management System Representative.

Printed copies of this document are not controlled