

ADVERSE WEATHER POLICY

Policy Statement: At the McSence Group, we appreciate that in the winter period there is an increasing possibility of adverse weather including snow, ice, sub-zero temperatures which may mean disruptions to the roads and to public transport affecting our commute to and from our place(s) of work. This may result in employees facing difficulties getting to work, attending their client's, and returning home, often resulting in unplanned major disruption to the McSence Businesses.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Maintaining Business Operations in Adverse Weather Company Policy: It is important to be clear about what is expected of employees in adverse weather conditions and the introduction of this adverse weather policy is a sensible way to achieve this where the company recognises the practical and potential health and safety challenges of travelling in adverse weather. The policy is designed to make it clear in terms of employee's expectations where staff are expected to act in a professional reasonable manner to maintain business as usual productivity where possible.

Health & Safety Considerations: McSence will consider any measures that must be taken in ensuring the health and safety of their employees and this is particularly important for those that work outside, lone working and/or those who must travel as part of their working duties. McSence does not compel employees to travel to work if it will cause significant difficulties and/or the health and safety of them or others may be compromised.

Business Continuity & Disaster Recovery Plans: The company has in place Business Continuity & Disaster Recovery plans which includes but not limited to whether an employee can work remotely from home, at a different office, if they can work flexible hours and still meet the organisation's business priorities.

This may not be possible for every role and Line Managers are responsible for informing their staff of their specific expectations with regular communications during these challenging times will include but not limited to telephone calls, text messages, emails, regular social media, and website posts.

As part of our Business Continuity & Disaster Recovery plans, McSence with our IT provider will ensure that our IT infrastructure is able to cope with the increased capacity for home or remote working by the regular testing of servers and equipment.

Reasonable Efforts to Attend Work: All employees should make every reasonable effort to get to their planned place of work which may include working remotely from home or at a different office and look to care car share which may ease the burden about getting to their place of work. In situations where, adverse weather has been forecast ahead of time, McSence as part of the Business Continuity has in place arrangements transportation for essential staff to get to their place(s) of work.

Notification of Absence or Lateness: If you are unable to make it to your work or will be late, you MUST contact your Line Manager no later than your usual start time (or as soon is reasonable in event of an emergency). If the notification procedures are not followed, your absence may be treated unauthorised.

Lateness: McSence Group may treat lateness due to adverse weather in the same manner as any other lateness with positive consideration to employees who have made every effort to get to work in adverse weather conditions.

Leaving Work Early: McSence's Senior Management Team (SMT) will monitor local weather warning and take action according to the Met Office advise which may include non-essential employees leaving early despite worsening conditions.

Impact on An Employee's Entitlement to Pay: Any deductions to pay because of lateness, leaving work early, working amended hours or how absence is to be treated will be made in writing usually by email prior to any deductions taking place.

During adverse weather there are several different factors that need to be considered including but not limited to individual circumstances, transportation, regular place of work, geographical locality, and business priorities where a consistent approach may not be possible. The McSence Senior Management Team (SMT) will look to apply fairness and reasonableness of how absence is to be treated.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet <https://mcsencestaffzone.wordpress.com/>

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.