

Company Name:	Twenty-Four Seven Recruitment Services Ltd					
Policy Name:	Working Time Directive Policy					
Review Date:	V1 28/02/22					
Reviewed and authorised by:	Amanda Lillis - HR Director					

Policy Statement

The Company is committed to adopting the provisions expressed in the Working Time Regulations 1998 and its obligations regarding employees/workers wellbeing and Health and Safety while at work. The company strives to ensure that employees/workers do not exceed reasonable working hours to provide for a satisfactory balance between work and personal life.

The Working Time Regulations 1998 provide the 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 years of age.

Scope

This policy applies to all salaried employees, temporary workers, contractors, and volunteers within the Company at all levels, and all workers supplied by a recruitment Intermediary or sub-contracted labour provider.

It is important that all employees/workers are aware of and understand the Working Time Regulations and how they affect them personally.

Responsibilities

The effectiveness of this Policy is dependent on all those in scope being responsible for ensuring work is carried out with due consideration for safety with minimum risk to health.

- All Managers and operations Staff supervising Staff/Workers have a responsibility to ensure that working hours are kept within reasonable limits and must monitor and record working hours for this purpose.
- All Staff/Workers have a duty to familiarize themselves with this policy and ensure that they are not working excessive hours. They must inform their manager/local representative directly if they consider that they may be doing so, or, if they have been asked to do so by a client employee.
- Staff/Workers also have a responsibility to inform the Company if they have more than one employer or carry out work self-employed so the Company can observe its obligation under the working time limits.
- The HR Director is responsible for implementing systems and procedures that are compliant with national legislation, and, for monitoring, reviewing effective implementation and coordinating improvements to the policy.

Policy

The Working Time Regulations set out entitlements of employees/workers to maximum working hours, rest periods, rest breaks whilst at work, annual leave and working arrangements for night workers.

Staff/workers should:

- Not work in excess of 48 hours per week on average unless they wish to voluntarily consent to opt out via the Working Time Opt out form.
- Not exceed the 48 hour limit with regards to their total average weekly working time if working for more than one employer or who also undertakes work as self-employed.
- Work a maximum average of 48 hours per week, including overtime.
- Have a minimum daily rest period of 11 consecutive hours between each working day.
- Have an uninterrupted rest period of not less than 24 hours without any work in each week 7-day period, or, two uninterrupted rest periods of not less than 24 hours in each 14-day period OR one uninterrupted rest period of not less than 48 hours without any work in each 14-day period.
- Have a minimum 20 minute in-work rest break where the daily working time exceeds 6 hours. Breaks should not be taken at the end of the day/shift, or stored up and taken on a cumulative basis at a later date.
- Have a maximum average of 8 'normal' hours of night work per 24 hour period.
- Have the right to a free health assessment before, and at regular intervals after, commencing night work.
- Have a right to transfer from night to day work, where possible, if health problems related to night work arise.
- Have a minimum of 5.6 weeks paid annual leave.
- Not include travelling from home to work/client premises as working time. Working time will be counted where an employee/worker travels from one work premises to another work premises.

The Company recognises its responsibility to ensure that no-one is discriminated against, disadvantaged, or, given preference in relation to working time.

Raising Concerns

The Company encourages staff/workers who consider they have been unfairly treated with regard to their working hours to raise it without delay manager or local representative. If the concern relates to their manager/local representative, they should email the HR department on hr@24-7recruitment.net

Non compliance

The Company takes its commitment to this policy seriously and so, in cases where the Policy and Procedure has not been adhered to, the Company may deal with such matters via the Company disciplinary procedure.

Review

Review by the HR Director every 3 years with regular checks of legislation changes to ensure policy is up-to date and accurate.