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# Working Time Policy

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## 1. Introduction

GRAHAM is committed to the health, safety and wellbeing of its employees and acknowledges its obligations within the Working Time Regulations. GRAHAM strives to provide a safe working environment which will ensure the safety and wellbeing of all its employees.

GRAHAM seeks to ensure that employees do not exceed reasonable working hours to provide for a satisfactory balance between work and personal life. GRAHAM is also committed to ensuring that employees' wellbeing is not compromised by the workplace.

GRAHAM seeks to ensure that workloads are planned according to the resources available. As such the need for staff to work consistent additional or excessive hours above what would be deemed as reasonable should be exceptional.

Managers have a responsibility to ensure that working hours are kept within reasonable limits and will in conjunction with HR monitor working hours for this purpose. Employees themselves also have a duty to ensure that they are not working excessive hours and inform their manager directly if they consider that they may be doing so.

The Working Time Regulations set down entitlements of employees to maximum working hours, rest periods, rest breaks whilst at work, annual leave and working arrangements for night workers. GRAHAM will comply with all aspects of the Regulations.

This policy aims to ensure that procedures are in place to enable staff to only work in excess of their contracted hours when reasonable, absolutely necessary and appropriate.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Scope

This procedure applies to all employees in the company. It includes all employees transferring into the business through TUPE terms and conditions, unless expressly stated otherwise in their contract with GRAHAM.

### **3. Working Hours**

Normal office hours are 37.5 hrs per week. Any differences in office working hours will be stipulated in the individual contract of employment. Site hours will vary due to Divisional or operational requirements.

### **4. Rest Breaks**

Under the Working Time Regulations, employees who are required to work for more than 6 hours continuously are entitled to an unpaid rest break of 20 minutes within that 6-hour period.

Staff are also entitled to 11 hours uninterrupted rest between each working day, and to one whole day off per week, or two whole days off every two weeks. Only in exceptional circumstances should staff be requested/permitted not to have at least one whole day of relaxation per week.

In terms of young workers (i.e. those aged 16 and 17) they are not permitted to work for more than eight hours a day or 40 hours in any week, including overtime. Young workers are also entitled to take 30 minutes break (unpaid) if they work for more than 4.5 hours continuously, to 12 hours uninterrupted rest between each working day, and to two days off each week.

### **5. Reference periods**

An employee should not work in excess of 48 hours per week on average over a 17-week rolling reference period without providing consent. GRAHAM will take all reasonable steps to comply with this limit.

The standard 17 week rolling reference period applies to all employees and they will be asked to sign an individual agreement to meet the requirements of the regulations.

Should the employee wish to opt out of this agreement at any stage they should contact HR.

### **6. Definition of 'Work'**

An employee is considered by the organisation to be "working" when they are carrying out activities on behalf of the organisation.

It does not include rest breaks, non-job related training or where an employee is not available to perform functions for the organisation or is pursuing outside interests during that time.

Travel from the employee's home/temporary location to their place of work is not defined as 'working' unless stipulated in an individual's contract of employment.

### **7. Roles and responsibilities**

#### **7.1 Employees' responsibilities**

Each employee should ensure that they manage their normal workload within their contracted hours. If reasonable additional work becomes a consistent pattern or they need to work excessive hours, then they should discuss any concerns with their Line Manager.

## 7.2 Line Managers' responsibilities

Line Managers must ensure that workloads are planned and managed in such a way as to keep the need for additional hours to an absolute minimum. Line Managers must consider if any appropriate employee has spare capacity before requesting that additional work is undertaken by any individual. Managers should contact Human Resources for advice and guidance.

When allocating/authorising additional work above what would be deemed as reasonable, Line Managers need to be aware of health and safety considerations and consider any potential risks, particularly the following:

- (i) Fatigue - excessive overtime may make staff tired. This may then pose a risk to themselves or others. Line managers should carry out risk assessments and take whatever steps are reasonable and necessary to eliminate or minimise those risks.
- (ii) Breaks - it is important to note that in line with Working Time Regulations, all employees who are required to breaks as outlined in Section 4.
- (iii) Lone Working - if working alone is necessary, line managers should check that employees do not have any medical condition making it unsuitable for them to work alone. In addition, line managers should make sure that the Client has made the business aware of all potential foreseeable risks. Employees should check any additional risks and report to their line manager where applicable. If they feel unsafe, they should stop work until the matter is resolved.
- (iv) Working Time Regulations - Line managers are also responsible for ensuring that the total hours worked do not exceed those as laid down by the Working Time Regulations.

## 8. Requirement for additional working hours

We expect that for certain job roles there will be times when reasonable additional work has to be completed and salaries cover for these eventualities, for example to accommodate project deadlines or during certain busy times of the year.

However, this should only be for a short period and where business need dictates, not becoming a regular pattern.

Some roles will contractually require regular overtime and will be subject to the criteria set by any industry or contractual agreement.

## 9. Monitoring Working Hours

All employees must complete either a timesheet outlining all hours worked (including any annual leave or sickness absence) or provide information of additional hours worked through an online portal.

HR will monitor working hours and highlight to the Line Manager where additional hours (above what would be deemed as reasonable and safe) are worked on a consistent basis or where there are excessive hours, for review and action.

Managers will be required to review the reasons for any consistent additional or excessive hours and take remedial action. Such action may include reviewing

resources, systems, processes, employee productivity or any individual employee developmental needs.

## **10. Compensation for working additional Hours**

Paid overtime is not available unless stipulated in the individual employee's contract of employment, including any industry collective agreement or in exceptional circumstances in agreement with senior management.

Additional hours are not expected to be a consistent pattern or excessive. Whilst salaries/wages take into account the requirement for reasonable additional hours, in such circumstances, and in agreement with Senior Management, employees may be provided with time off in lieu for excessive hours.

## **11. Appeal process**

If an employee considers that they have been unfairly treated with regard to their working hours (for example being required to work excessive hours on a consistent basis), they should raise this informally with their manager in the first instance.

If the employee's complaint relates to their manager, they should raise it with a more senior manager. If an employee is not satisfied following this route, they have the right to raise a grievance in accordance with the organisation's Grievance procedure.