



WORKING TIME POLICY

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Haines Business Systems Ltd

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Introduction

This company is committed to protecting the health, safety and welfare of all its employees as far as is reasonably practicable and we recognise that we have a duty to comply with the Working Time Regulations (1998) as amended from time to time. Throughout this policy, the Working Time Regulations are referred to as "The Regulations". The regulations outline the health and safety requirements for working time, rest breaks, holiday provision and nighttime workers. This policy applies to all staff and workers employed directly by the company.

Definition of Working Time

"Working Time" for the purposes of the regulations, and this policy, is defined as:

'Any period during which an employee is working at the company's disposal and carrying out their activities or duties'.

The following activities are regarded as working time:

- Attendance at job-related conferences, seminars and training courses.
- Additional travelling time required by an employee's job in excess of that between an employee's home and normal place of work.
- Time spent working away from home, including time spent working abroad.
- Time 'on call' during which an employee is required to be at their normal place of work.
- Time spent responding to a 'call out' either from the workplace (e.g. their own or a client's office), or from home.
- Participating in a working lunch.

The following activities are not regarded as working time:

- Routine travel to and from an employee's home and their normal place of work.
- Time resting at the end of the working day, even if the employee is required to stay away from home ...