



2024

Work Life Policy



Damian Deal (Director)
Vanquish Insulations UK Ltd
01/06/2024

WORK LIFE POLICY

Vanquish Insulation UK Ltd (the 'Company') encourages employees to maintain a healthy balance between work and home activities and believes that this is essential to the Company's commercial success and to the individual's enjoyment of work and job satisfaction.

PURPOSE

The purpose of this policy is to clarify the procedure, understand the necessary criteria for approval of payment for overtime and provide a consistent approach across the whole of the Company.

SCOPE

This policy covers all employees and workers.

DEFINITIONS & RESPONSIBILITIES

Working Time Regulations

Our working practices take into account the requirements of the Working Time Regulations. These regulations include various measures to improve the health and safety aspects of working and include provisions for a maximum working week of 48 hours averaged out across the 17 week reference period (unless a different agreement is reached); an entitlement to a 20 minute rest break where your daily working time is more than 6 hours; an entitlement to a rest period of at least 11 consecutive hours in any 24 hour period; an entitlement to one full day off each week; and a minimum of four weeks paid holiday per year.

Working Time

Working time includes, but is not limited to such activities as travelling to and from a client meeting and attending an authorised training or development activity whether on Company property or not. Working time does not include such activities as holidays, sickness or 'other' absence, attendance at any social activities where attendance is not compulsory, time spent travelling on your daily journey to and from your main place of work, any breaks from working such as lunch breaks.

PROCEDURE

Additional Hours

The Company recognises that there are circumstances where individuals need to work additional hours from time to time in order to carry out their duties effectively. Employees are asked to sign an agreement to work more than 48 hours per week so that should the circumstances arise they are able to do this if they wish. Some employees are entitled to paid overtime and your contract will tell you this. If you are not sure of your entitlement please refer to your supervisor. All overtime must be authorised before it is worked.

Timesheets

Some roles require a timesheet to be completed and authorised every week so that payment can be made, including any overtime payments. Other roles do not require timesheets to be completed. Our overall philosophy is to make sure that our employees manage their time commitments to avoid excessive working hours, except where some flexibility is needed, and employees must take individual responsibility for their working hours and for recording of hours worked. Supervisors should also ensure that employees are not required to work excessive hours for sustained periods of time.

Responsibilities

Managers are accountable for the safe working practices of their staff and for monitoring their work performance and behavior, including hours worked and absence.

Individual employees are responsible for their own health and safety at work and for contributing to the safe working practices of colleagues. Individual employees must maintain awareness of the opportunities to



support a healthy work / home life balance and to request implementation of the opportunity as appropriate. Any individual experiencing special difficulty in maintaining a healthy balance is encouraged to approach their supervisor for assistance. This approach should be made before the problem becomes overwhelming and in time for the manager to help make a difference.

POLICY APPROVED

Damian Deal (Director)
01/06/2024