

Prosel Ltd

Working Hours Policy

Introduction

This policy sets out the organization's position regarding working hours. The policy applies to workers only and does not apply to contractors, consultants or any self-employed individuals working for the organization.

The organization. strives to provide a safe working environment and ensure the safety and well being of all its workers. The organization. seeks to ensure that workers do not exceed reasonable working hours to provide for a satisfactory balance between work and personal life. The organization. is also committed to ensuring that workers' health is not compromised by the workplace.

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

This policy is issued by way of guidance on the organization's policy and practice. It does not form part of an employee's contract of employment or otherwise have any contractual effect. This policy may be varied, withdrawn or replaced at any time by the organization. at its absolute discretion.

Normal working hours

Full-time workers are contractually obliged to work **45 hours per week**. The organization's normal hours of work are from **8am to 4:30pm** from **Monday to Friday**, with a **30 minutes off for lunch** each day, and from **8am to 1pm** on **Saturdays**. These hours will be a worker's normal hours of work unless otherwise agreed between him/her and the organization. The organization. reserves the right to vary reasonably a worker's hours of work and the days on which he/she works according to business and operational requirements on a temporary or permanent basis.

Workers may be required to work such additional hours in excess of their normal hours of work as are reasonably necessary for the proper performance of their duties and to meet the needs of the business.

If workers are requested to work in excess of their normal contractual hours, the organization. will seek to ensure that they do not work an average of more than 48 hours in a working week. The worker has the right to refuse this request and, if he/she signs the opt-out, can give the organization. seven days' notice that he/she wishes to revoke this, without facing any penalty. Any worker who has not signed the opt-out or who has revoked his/her opt-out will not be requested or permitted to work more than 48 hours in one week.

Any overtime worked will be paid in accordance with the organization's overtime policy in force at that time or compensated with time off from work.

Rest breaks

Workers have the right to a minimum paid rest breaks of 20 minutes after working for five hours. If operational requirements mean that workers are unable to take these breaks at that time, they will be entitled to compensatory rest to be agreed with their manager. Workers' 30 minutes off for lunch each day will constitute their daily rest break and, during a normal working day, the worker will not be entitled to rest breaks over and above his/her lunch break.

Workers are also entitled to an uninterrupted rest period of at least 24 hours in each seven-day period or two uninterrupted rest periods each of at least 24 hours in each 14-day period, during which they work for the employer.

The worker has a duty to inform his/her manager as soon as possible if he/she is or may be at risk of being unable to take these required rest breaks.

The organization. expects that workers will take their rest breaks between 4:30pm and 8am daily and between 1pm on Saturday and 8am on Monday.

Night workers (*i.e. those who work at least three hours between midnight and 5am*) should not exceed an average of eight hours' work in every 24-hour period. The worker has a duty to inform his/her manager as soon as possible if he/she is or may be at risk of working hours in excess of this. The manager will take appropriate steps to ensure that excessive night hours are not being worked by that individual.

Young workers

Our Organization's policy does not permit us to engage young workers below the legal working age of 18 years.

Working time

A worker is considered by the organization. to be "working" when he/she is carrying out activities on behalf of the organization. This may include training, business travel and "on-call" time. It does not include rest breaks, travel time outside normal working time or non-job related training.

Working time does not normally include travel from the worker's home to his/her place of work. If the worker has no usual place of work, time spent traveling from and to home for the first and last appointments of the day does count.

The organization. defines "on-call" time as time when a worker is required to be available at his/her place of work and available for work throughout that period. If the worker is not at his/her place of work, this does not constitute being "on call".

Working time will include time where a worker is required to be at the organization's premises, but is free to rest while waiting for work to be available.

It will also include time where a worker is required to travel from site to site for meetings, to attend training or to perform his/her functions at different locations.

However, working time will not include time when a worker (despite being on the organization's premises or at his/her place of work) is not available to perform functions for the organization. or is pursuing outside interests during that time.

Miscellaneous

The organization. expects that workers will work their full contractual hours each week and it will pay them monthly in arrears on this basis.

If workers do not perform their full contractual hours, their manager will complete a time sheet for the worker and inform payroll. The worker's wage payment will be adjusted accordingly.

Complaints about working hours

If a worker considers that he/she has been unfairly treated with regard to his/her working hours (for example being required to work excessive hours or being unreasonably refused overtime or (temporary) flexible working arrangements), he/she is requested to raise this informally with his/her manager. If the worker's complaint relates to his/her manager, he/she is requested to raise it with a more senior manager. If a worker is not satisfied following this route, he/she has the right to raise a grievance in accordance with the organization's grievance procedure.

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Hemim Shah
Director

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