

Working Time Regulations Policy Statement

We, the management of Malakoff Limited, are fully committed to comply with the Working Time Regulations 1998.

These regulations came into effect on 1st October 1998 and cover the following matters:

- a) The maximum number of hours which can be worked each week.
- b) Weekly and daily rest periods.
- c) Rest breaks.
- d) Paid annual leave.

An outline of each matter is as follows:

Working Week

An employer must take all reasonable steps to ensure that a worker's average working time, including overtime does not exceed 48 hours for each 7-day period over an average 17-week period. Where workers exceed the above, they are required to complete an opt-out letter indicating that they agree to exceed the 48-hour limit.

Rest Periods

Adult workers are entitled to 11 consecutive hours of rest in each 24-hour period and workers under 18 are entitled to 12 consecutive hours in each 24 hours.

Rest breaks should be given if the working day exceeds 6 hours for adults and 4 ½ hours for 18-year olds.

Paid Annual Leave

Workers are entitled to 28 days paid leave in each year.

If you require expansion of the above, please contact one of the Directors.

The policy will be reviewed annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company.

Young Persons (16 years or older but under the age of 18 years)

Young workers are entitled to:

- a 30-minute rest break if they work more than 4.5 hours (if possible, this should be one continuous break);
- daily rest of 12 hours; and
- weekly rest of 48 hours.

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VAT Reg No. 813 7826 20



Exceptions for Young Workers

Young workers sometimes aren't entitled to daily rest or rest breaks at work if their work has to be done because of an exceptional event (e.g. an accident). This is only where:

- there isn't a worker over 18 who can do the work; or
- the work is temporary and must be done immediately.

Compensatory Rest for Young Workers

Young workers have the right to compensatory rest if they're not entitled to daily rest or rest breaks at work. This is the same amount of rest that they should have had. It can be taken just after any rest they've missed but it must be taken within the following 3 weeks.

This Policy will be reviewed minimally on an annual basis.

Signed By:



Director Date: 6th November 2018

Endorsed By:

Allan Gould, Non-Executive Director
Douglas Stevenson, Director
Colin Duncan, Director

Date: 6th November 2018
Revision: REV 0

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