

Working Time Regulations Policy Statement

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

Definitions

'Child Worker' shall mean any person between the age of 13 and school leaving age.

'Young Workers' shall mean any person of at least school leaving age but less than 18 years of age.

'Adult Workers' shall mean any person 18 years of age or over.

Working Week

Adult Workers

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.

Young Workers

A young worker's working time shall not exceed:

- (a) Eight hours a day; or
- (b) 40 hours a week.

Child Workers

A child can work during the following times:

During school weeks:

- between 0700 and 1900 but not during school hours on days the child has to be at school.
- up to 2 hours on a school day, but only for one hour before school and not more than 12 hours in a school week.

On a Sunday:

- up to 2 hours.

On Saturdays, and on weekdays during school holidays:

- if under 15 years old, a child can work up to 5 hours a day, to a maximum of 25 hours in a week when they don't have to attend school.
- if over 15 years old, a child can work up to 8 hours a day, to a maximum of 35 hours in any week when they don't have to attend school.

Rest Periods

Adult Workers

Adult workers are entitled to:

- (a) Between working days - 11 consecutive hours of rest between finishing work and starting work.
- (b) Between working weeks - 24 consecutive hours of rest in every 7 working days or 48 consecutive hours of rest in every 14 working days.

Young Workers

Young workers are entitled to:

- (a) 12 consecutive hours of rest in each 24-hour period; and
- (b) 48 consecutive hours of rest in each 7-day period.

Child Workers

A child must have at least a two week period in every year when they are not at school and do not do any work.

Rest Breaks

Adult Workers

A rest break of 20 minutes is to be given if the working day exceeds 6 or more hours for adults.

Young Workers

A rest break of 30 minutes is to be given if the working day exceeds 4 ½ or more hours for young workers.

Child Workers

Child workers must be allowed a rest break of one hour in any day where they work for four hours or more.

Paid Annual Leave

Adult Workers and Young Workers

All 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 every two years and updated as and when any new regulations or processes are introduced within the company.

Signed By:



Dougie Stevenson, Director

Date: 25th April 2024

Endorsed By: Colin Duncan, Director

Issue 3

Telephone: +44(0) 1595 695544

Fax: +44 (0) 1595 695720

Registered in Scotland No. 242516. VAT Reg No. 813 7826 20
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ



E-mail: enquiries@malakofflimited.co.uk

Website: www.malakofflimited.co.uk