

## 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**

'Young Workers' shall mean any person of at least 16 years of 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.

### **Rest Periods**

#### Adult Workers

Adult workers are entitled to:

- (a) 11 consecutive hours of rest in each 24-hour period;
- (b) 24 consecutive hours of rest in each 7-day period; and
- (c) 48 consecutive hours of rest in each 14-day period

#### 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.

### **Rest Breaks**

#### Adult Workers

Rest breaks are to be given if the working day exceeds 6 hours for adults.

#### Young Workers

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

### **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 annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company.

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Signed By:  Director  
Date: 31<sup>st</sup> July 2020 *D. STEVENSON.*

Endorsed By: Allan Gould, Non-Executive Director  
Douglas Stevenson, Director  
Colin Duncan, Director

Date: 31<sup>st</sup> July 2020  
Revision: REV 1

CONTROLLED DOCUMENT

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