

**DOCUMENT TITLE:** Inclement Weather And Emergency Closings

**REVISION:** 1.01

**DOCUMENT CONTROL LOG:**

	Name	Role	Signature	Date	Rev
Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
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Reviewed By	Luke Deasy	Managing Director		12/06/2024	1.01
Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01

**INCLEMENT WEATHER AND EMERGENCY CLOSINGS POLICY:**

This policy explains what happens if there is severe and inclement weather such as heavy snow, fog or floods, causing conditions which make travelling to work particularly hazardous.

**LET'S LOOK AT OUR POLICY:**

You are expected to make reasonable effort to attend work during periods of inclement weather, by making changes to your mode of transport if necessary. However, if you arrive late because of inclement weather, you will not normally be expected to make up the time lost where every reasonable effort has been made to arrive at the normal start time. If you are going to be late due to inclement weather, you must notify your Manager by telephone prior to your normal starting time or as soon as possible thereafter.

Managers have discretion to decide whether you can leave early in the event of changing weather conditions; these would be exceptional circumstances where it is felt that you may experience unusual difficulty in undertaking your journey home due to the cessation of public transport or worsening road conditions.

When it is not possible for you to attend work due to inclement weather, you should telephone your Manager and agree alternative working arrangements.

If you fail to notify your Manager, any absence will be considered unauthorised and unpaid leave. If there is severe weather or an emergency that disrupts Company operations which makes it necessary for the office to close, you will be notified via the local office protocol for announcing such closings. Please consult your Manager for more information. You should notify your clients about how you can be reached for the duration of the emergency.




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Luke Deasy  
Managing Director