

AK-RELIANCE



**SECURITY
SOLUTIONS LTD**

Working Time Directive Policy

In accordance with the Working Time Regulations 1998 as a health and Safety at work measure implemented under the European Working Time Directive 1993, the company supports the implementation of the regulations as part of its general obligations to ensure the health and safety of all staff.

This Policy applies to all workers who have a contract of employment with AK-Reliance Security Solutions LTD. Individual workers will be asked to inform the company when they have dual employment contracts.

All new employees will be informed about the Working Time Regulations, in particular details of the 48 hour working limit, at their induction. AK-Reliance Security Solution LTD insist that the employees who hold a second job must write for permission from the Managing Director to carry out other Private work to ensure no conflict of interest exists. They will also be requested to state how many additional hours they will be working. If necessary, the member of staff will be asked to sign an individual agreement to meet the requirements of the regulations.

Employees are offered a range of working practices to suit the needs of both the company and the individual employee and the basic full-time working week is 40 hours for office staff. Full details of the company's flexible working practices are available through line managers or supervisors and the procedures are available in every AI's folder in the venue. The standard 17 week rolling reference period applies to all workers. Those employees who work over the 48-hours a week will be asked to sign an individual agreement to meet the requirements of the regulations.

Under the Working Time Regulations, employees who are required to work for more than 6 hours continuously are entitled to an unpaid rest break of 20 minutes with in that 6 hour period. Staff are also entitled to 11 hours uninterrupted rest between each working day, and to one whole day off a week, or 2 whole days off every two weeks. Only in exceptional circumstances should staff be requested/permitted not to have at least one whole day of relaxation per week.

For all AK-Reliance Security Solution LTD officers the Working Time Directive sets out the Minimum working and living rights for security officers and this is enforced by the SIA Regulations Agency. All AK-Reliance Security Solutions LTD Officers are required to maintain a record of their working hours using spread sheets, signing in sheets. These need to be submitted monthly as a self employed basis to HR or the managing director as a full time employment of a contracted job.

The company expects all employees to co-operate fully with this code.

Signed:

Name in BLOCK CAPITALS:

Date:

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