



Registered in England and Wales at
13 North Common Road, Ealing,
London, W5 2QB, Phone: 02088323071
Registered no: 2918520
Registered Charity no: 1050175

Severe Weather Policy

Metanoia Institute

Version Control

Document title: Severe Weather Policy		No of pages: 5
Version Number: 1	Date first published: June 2024	
Approved by: Executive	Last review date:	
Date originally approved:	Due for next review: June 2027	

Related policies
• Disciplinary Policy • Grievance Policy • Equality, Diversity and Inclusion Policy
External Reference

1. Contents

1.	Policy Statement	3
2.	Purpose	3
3.	Scope	3
6.	Monitoring and Review	5

Metanoia Institute Severe Weather Policy

1. Policy Statement

The organisation recognises that employees may face difficulties attending their place of work and returning home during periods of severe weather or when there are disruptions to public transport. While the organisation is committed to protecting the health and safety of all its employees, it must ensure that disruption caused to its services remains minimal.

2. Purpose

The purpose of this policy is to outline the responsibilities of employees for attendance at work during severe weather conditions or when there are disruptions to public transport and to define appropriate procedures. This policy applies to all employees.

3. Scope

Applies to staff

4. Reasonable Efforts to Attend Work

Employees should use their best endeavours to attend work in all circumstances. However, it is not the organisation's intention that employees put themselves at unnecessary risk when trying to attend work. Members of staff should use their own judgment and, if unable to attend work, contact their manager as soon as possible.

5. When this Policy will Apply

- When severe weather conditions occur or when there are disruptions to public transport, either at the start of or during a working day, executive team shall contact the relevant authorities to get advice on the prevailing weather conditions and/or the advisability of travel.
- On the basis of the advice received, the Director of People and Culture will decide whether or not the present policy applies and inform all managers accordingly.
- If the policy does not apply, all employees will be expected to attend work on time and lateness, or absence may give rise to disciplinary action under the organisation's disciplinary procedure. If the policy does apply, employees should follow the procedure set out below.

5.1 Severe conditions or disruptions to public transport occurring at the start of a working day

Employees unable to attend work or delayed by the weather conditions or disruptions to public transport should contact their manager or the organisation as soon as possible.

5.2 Lateness

Employees who are delayed will have the opportunity to make up this time at a later date. However, it is open to the manager to waive this requirement if the lateness is negligible having regard to the severity of the weather conditions or disruptions to public transport and the employees' personal circumstances.

If lateness amounts to half the time of the employee's normal working day, the provisions in relation to absence set out below will apply.

5.3 Absence

If an employee has made all reasonable efforts to get to work but failed to do so because of severe weather conditions or disruptions to public transport, the manager will make a decision as to whether or not the employee should:

- be allowed to work from home.
- take the time as annual leave.
- make up for the time at a later date.

When making this decision, the manager should take into account the employee's circumstances (e.g. distance from their home to work and the mode of transport), the employee's views and the needs of the organisation.

If an employee's dependent is affected by severe weather conditions or disruptions to public transport (e.g. school closures), the employee must make all reasonable efforts to organise alternative care. If there are no other options available HR decides that this policy applies, the employee shall be paid as if they had attended work.

5.4 Business closure

Extreme cases of severe weather conditions or disruptions to public transport may necessitate temporary closure of the employee's place of work. If the organisation makes such a decision, the Director of People and Culture will inform the employee as soon as possible. The employee will be paid as if they had attended work.

5.5 Health and safety

While the organisation will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, employees are reminded of their duty to take reasonable care for their own health and safety and that of other persons who may be affected by their

acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions.

6. Monitoring and Review

Human Resources are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals. Anyone who feels they have been unfairly treated or discriminated against should contact Human Resources.