

# Working Hours Policy - Rail

This statement sets out the policy of the company in respect of Hours Worked limitations for 'Safety Critical Work' carried out by any employee or subcontractor under our control, in compliance with NR/L2/ERG/003 Control of Changes in Working Hours Safety - Critical Work and the ROGS 2011 (Railway & Other Guided Transport Systems) A copy of the above referenced document is held by the signatory of the policy statement in the main offices of Universal Group, should a fuller interpretation be required and forms the basis for the following synopsis. Universal Group will take all reasonable measures to ensure that those employees are made aware of the contents of this policy and the effect of their continued employment by the company in the event of any breach of this policy.

Universal Group will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy by scheduling work patterns and monitoring compliance. If appropriate, this will be done in liaison with the client.

Employees of Universal Group will at all times exercise diligence in monitoring their hours worked, including any other/additional employment working, to ensure overall compliance with the limitations detailed below.

It is a condition of employment with the company that all employees shall comply with the following:

- o No more than 12 hours to be worked per turn of duty
- o No more than 72 hours to be worked per calendar week (Sunday to Saturday)
- o A minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn.
- o No more than 13 turns of duty to be worked in any 14 day period.

Universal Group will not accept any deviation from the above conditions unless emergency conditions prevail, in which case a risk assessment will be carried out to ensure necessary additional working hours, to those rostered, are in compliance with current Network Rail Group and Company Standards. No other employment working times should impact on the above to either exceed the limitations or compromise the flexibility of the workforce of Universal Group.

In order to comply with this policy and to maintain the stated and accepted standards of Universal Group employees should at all times:

- o Avoid, wherever possible, other employment working times which could impact on the above to either exceed the limitations or compromise the flexibility of the workforce of the company.
- o Notify the signatory of this document should other employment working times impact on the limitations outlined.
- o Refer to the signatory of this document should a more detailed review of the full document NR/L2/ERG/003 be required to ensure full understanding and compliance.

The Risk Assessment process for exceeding working hours in an emergency situation must be in compliance with NR/L2/ERG/003 Control of Changes in Working Hours Safety - Critical Work and the ROGS 2011 (Railway & Other Guided Transport Systems) and include recorded verbal communication between line mgmt. and other associated operators to confirm the details of hours worked to date and proposed hours to be worked in excess of normal limits plus the work to be undertaken and prevailing conditions.

Only if fully satisfied that the additional working requirement is necessary and urgent and that the men on site have no objections especially safety ones then confirmation can be given to extend the working pattern to tight constraints and with safety as the overriding factor. Ensure all the details of the Risk Assessment review are recorded including who has been involved in the discussion, the times etc.

In order to prevent staff suffering fatigue as a result of excessive driving requirements, Universal Group will always endeavour to appoint staff who live locally to the work location. Where this is not possible we will try to limit driving to and from the location of work to 1 hour at each end of the shift.