



Working Time Policy

Aquatic Control Engineering Ltd (ACE) has a strong commitment to Employee Wellbeing & Health and Safety.

Aquatic Control Engineering adhere to The Working Time regulations 1998; if you wish to Opt Out of the working time regulations please request this from your line manager.

Aquatic Control Engineering adhere to the following regulations:

- The average working week is 40 hours, contractual business working hours are 0830- 1700. Any hours exceeding this can be recorded on their flexible working time sheet; hours may be taken in lieu according to the flexible working policy and core business hours outlined
- Travel between home and work does not apply as travel hours
- All employees are entitled to a 30-minute lunch break per day as well as short tea/coffee breaks every working day
- Each adult employee is entitled to a rest period of not less than 11 consecutive hours in each 24-hour period during which he works for his employer*
- *Young workers (above school leaving age and under 18) are entitled to 12 hours rest per 24 hours working day
- All employees must have at least one full day (24 hrs) rest per week**
- **Young workers are entitled to 48 hours rest period per seven-day working week
- 25 days paid holiday plus UK statutory bank holidays are given to all full-time employees
- Night work is always avoided. Where avoidance is not reasonably practicable (e.g. tidal projects), it must be kept to a minimum and covered by a risk assessment
- Driving duties should be shared where reasonably practicable.
- All employees at their own discretion can book accommodation, to avoid driving when tired; to be approved by your line manager
- Breaking up long spells of Display Screen Equipment work helps prevent fatigue, eye strain, upper limb problems and backache.

The following may help DSE users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before getting tired, rather than to recover.
- Short frequent breaks are better than longer, infrequent ones.

All Site Operations are to adhere to the working time regulations and will be managed through health and safety risk assessments by the Operations Manager.

Date: 15/07/2020

Signed:
Stephen Randall
Managing Director

Date Reviewed: July 2020

Next Scheduled Review: August 2021

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