


<b>Document Title</b>	Working Time Directive Policy	
<b>Document Reference</b>	2.14	
<b>Version</b>	1.0.0.3	
<b>Issue Date</b>	1 <sup>st</sup> January 2021	
<b>Document Author</b>	John F Macleod	
<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All areas of operations within the company	
<b>Pages</b>	1	

## 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 Leask Marine Limited. 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. Leask Marine Ltd insists that 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 on IMS 2.02.11. 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 within that 6-hour period. Staff are also entitled to 11 hours uninterrupted rest between each working day, and to one whole day off per week, or two 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 Leask marine vessel crew, the Maritime Labour Convention (MLC) sets out the minimum working and living rights for seafarers and this is enforced by the Maritime and Coastguard Agency (MCA). All Leask Marine crew are required to maintain a record of their working hours using the Leask Marine Weekly Crew Hours of Work & Rest procedure as laid out in Vessel Crew Hours of Work 2.07.1 and recorded in the Vessel Crew Hours of Rest Form 2.07.2, and Vessel Crew Watch & Rest Schedule 2.07.3. MLC procedures are available in the Integrated Management System 2.07.

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



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2021

This document is uncontrolled when printed

Page **1** of **1**

PUBLIC