**Sample inclement weather and disruption of transport policy**

The organisation understands that in times of inclement weather or similar circumstances, employees may be left in a position where they are unable to attend for work due to access or transport difficulties. It is the organisation’s policy to remain open for business during times of inclement weather or similar circumstances, and employees are expected to make every reasonable effort to attend for work. In the event of being unable to attend for work due to circumstances outside of employees’ control, the following policy will apply.

* In order to be included in the scope of this policy, the employee must be unable to attend for work due to access or transport difficulties outside of his or her control where he or she has been left with no feasible mode of transport to attend for work. The employee must be in a position to evidence that he or she exhausted all reasonable transport options, including all public transport options.
* If the employee is in a position to work from home, he or she may be requested to do so at the organisation’s discretion. During such time the employee will be expected to carry out his or her work in the normal manner and be available to answer work-related calls and emails. If it is foreseen that the employee may not be in a position to attend for work due to weather conditions or similar circumstances, the employee will be expected to make the necessary arrangements in advance which will facilitate him or her working from home. This may include temporary procurement from the organisation of a company laptop/mobile phone/ fob key etc. For further information on the necessary requirements please contact the HR Department.
* If the employee is not in a position to work from home as a temporary measure, the following arrangements may apply at the organisation’s discretion, depending on the nature of the person’s role and business requirements existing at that time.
	+ - The employee may take either annual leave or unpaid leave.
		- If feasible, the employee will be paid for the time in question, but will be required to work the time back up at a later date prescribed by the organisation.
* In the event that an employee is unable to attend for work, he or she must notify his or her manager at least one hour before his or her expected start time.

Where the organisation believes that an employee is misusing this policy, it reserves the right to carry out an investigation in line with its disciplinary procedures and subject the employee to disciplinary action up to and including dismissal.