

J N PILING LTD

WORKING HOURS POLICY

JNP Ltd is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of the Railway and Other Guided Transport Regulations, Network Rail Company Standards & Procedures and London Underground. We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

JNP Ltd will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to the guidelines for hours of work.

JNP Ltd requires that all employees or sub-contractors shall not:

- Work in excess of 14 hours per day door to door.
- Work in excess of 72 hours per calendar week.
- Work more than 13 days in any 14 day period.
- Take less than 12 hour's rest between shifts.

Deviation from the above limits will require a Risk Assessment and will affect the Client's Safety Case.

Travelling Time

All JNP Ltd employees or contractors working on behalf of JNP Ltd who hold a Sentinel Card competency will be required to adhere to the following requirement with regard to travelling to sites:

- Travelling to a training site between 1 to 1½ hours each way is acceptable;
- If travelling to a training site is over 1 ½ hours each way then lodging is required.

Employees should not exceed the maximum of 14 hours per day including any travelling time. JNP Ltd has developed internal procedures to prevent employees or sub-contractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

London Underground

The limits on working hours for these employees are:-

- The longest shift in any roster shall be 12 hours.
- The minimum rest between 2 shifts shall be 11 hours.

As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:

- 6 consecutive days followed by a rest period of not less than 24 hours.
- 12 consecutive days followed by 2 consecutive day's rest, each of which is not less than 24 hours.
- Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.

Staff must not work in the 12 hours preceding the start of any training course.

Signed



Date

1st May 2020

Position

Managing Director