

Working Hours Policy

It is company policy to ensure that any person selected for a work team or for driving is not likely to exceed the limits imposed in the Network Rail Hours of Work Policy and company standard **NR/L2/ERG/003** Managing Fatigue by working the planned shift(s) and that they will be sufficiently rested before commencing the shift.

This process ensures that all assignees working on Network Rail Managed Infrastructure do not work more than 12 hours per shift or 72 hours per 7 day period or 13 shifts in any 14 day period and have had at least 12 hours rest between shifts. All proposed work on Network Rail Managed Infrastructure must be planned in advance and working hours rostered so that staff are not required to work in excess of the prescribed times.

In accordance with company standard **NR/GN/INI/001** door to door time should not exceed a maximum of 14 hours provided the working shift does not exceed 12 hours. There is no maximum travel time within the 14 hour limit, but a suitable risk assessment process for managing periods of travel time they consider excessive is in place.

Additionally, we recognise our responsibilities and work to LUL'S contract QUENSH, we will:

- Not work more than 6 shifts within any 7 consecutive days.
- Not work more than 72 hours within 7 consecutive days.
- Have a minimum of 11 hours break between shifts
- In any one shift, work not more than 12 hours or other lesser period, considered as appropriate to the health and safety requirements for the particular task to be undertaken.

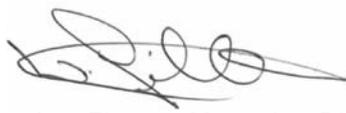
Our assignees are aware of the Worksafe procedure and are encouraged not to work excessively if they consider it to be unsafe. The calculation of working hours must take into account any time worked off the railways for the Company in accordance with Company Standard **NR/L2/ERG/003** Management of Fatigue and LU QUENSH conditions. Employees & assignees have agreed to report any work undertaken elsewhere.

In general, assignee rostering is arranged by the company to ensure that the assignees do not work during the twelve hours before commencing site works. The assignees are asked to confirm that they have not worked in the preceding twelve hours before they are rostered. They will also be asked by the client during the site briefing. Rostering for site activities will be carried out by the client. Assignees must be aware that unauthorised exceedances will not be paid for.

Signed:



Matthew Jones, Managing Director,



Les Fillery, Managing Director

April 2017