

	Document No.	Issue No	Title	Author	Approval Date
	FEI.POL.1.10	1	WORKING HOURS & OVERTIME POLICY	AJ	29/01/2024

FEI Foods Ltd Working Hours and Overtime Policy

FEI Foods Ltd. is committed to maintaining appropriate and regulated working hours that prioritise the wellbeing and work-life balance of our employees. This Working Hours and Overtime Policy outlines our dedication to compliance with relevant legislation, setting clear expectations for working hours, and providing fair compensation for overtime work.

- **Leadership Commitment:** FEI Foods Ltd is dedicated to promoting a healthy work-life balance for our employees, providing the relevant mechanisms are in place to ensure that there is complete control on working hours to ensure they are not excessive. The head of human resources is responsible for the fulfilment of this policy with heads of department accountable for delivery.
- **Standard Working Hours:** Working hours for full-time workers and part-time workers are to be clearly defined, specifying the required start and end times of the workday in advance of any commitment to work.
- **Rest Breaks and Days Off:** We will emphasise the importance of rest breaks and days off to support employee wellbeing, clearly communicating the organisation's commitment to providing adequate time for employees to rest and ensuring compliance with relevant legislation.
- **Overtime Eligibility:** We will clearly communicate the criteria for overtime eligibility, specifying which roles are eligible for overtime, ensuring consistency with industry standards.
- **Monitoring and Record-Keeping:** We will implement systems to monitor and accurately record employees' working hours, including overtime, ensuring that records are maintained in accordance with legal requirements and are available for review when necessary.
- **Working Hour Limits:** To ensure working hours are not excessive and maintain our commitment to the ETI base code, working hours in excess of 60 over a 7-day rolling period is strictly prohibited. Ongoing monitoring will ensure this health and safety need is met.
- **Overtime Authorisation:** We will outline a clear process for obtaining overtime authorisation before employees engage in overtime work, involving at the very minimum a documented approval from the relevant senior manager to ensure there is a legitimate requirement for overtime and working hour limits are not breached.
- **Overtime Remuneration:** Compensation for overtime work will be clearly defined, including the rate at which employees will be paid for additional hours worked beyond the standard working hours, ensuring strict adherence to legal requirements for overtime pay.
- **Overtime and Holidays:** We will ensure that all payments for holidays are calculated with reference to relevant overtime working for all workers.
- **Flexible Working Arrangements:** We recognise the importance of flexible working arrangements to accommodate individual needs, provided they are in compliance with relevant legislation and are compatible with business needs. Open communication between employees and managers is to be encouraged to explore flexible options and formal requests are to be reviewed and responded to in line with relevant legislation.

Commitment, motivation, and involvement of each employee from the top down is the guarantee for the success of this policy.

Signed:



Simon Lewis
Managing Director

Date:

29/1/24

Signed:



Aled Jones
Head of HR

Date:

29/1/24