Form Title: Working Hours (NR)
Form Ref: POL 006
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WORKING HOURS POLICY (NR)

The Company recognises its responsibilities under the *Health & Safety at Work Act 1974* to provide a safe system of work and thereby reduce any potential risk to the level of As Low as Reasonably Practicable. The Company acknowledges the increase in risk to our employees, contractors, passengers, visitors and others affected by working excessive hours.
Additionally, we recognise our responsibilities under *Network Rail Standards NR/L2/OHS/003 Fatigue Risk Management* and *NR/GN/INI/001 Guidance* on the management of door-to-door work and travel time. Thus, we will:

- Not work more than 13 turns of duty within any 14 consecutive days
- Have a minimum rest period of 12 hours between booking off from a duty / shift to booking on for the next turn / shift
- Not work more than 12 hours, including travelling time to and from work sites, in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken
- Only allow an exceedance of planned hours in exceptional circumstances, subject to an assessment of risk and relevant approvals

The arrangements in place to implement this policy form part of the company's day-to-day operational procedures as defined under the *Fatigue Management procedure: management of hours worked* and as such are reviewed on a continuous basis. A formal review will take place on an annual basis. Where opportunities for improvement in the management of safe working hours or safety problems are identified, they will be tackled promptly and with sufficient resources to ensure that they are adequately dealt with.

The implementation of this policy will be monitored at various levels throughout the company in order to ensure compliance with its objectives.

Signed: 

Dean Jump
Role: Managing Director

Date: October 2026

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