

H&A Protection Services Limited

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Approved	MD

Religious Observance Policy

Policy Statement

It is the Company's policy to endeavour, on request, to alter an employee's working pattern so that breaks can be granted at times that coincide with their needs for religious observance.

Alternatively, the Company may, where practicable, endeavour to grant employees reasonable time off during their normal working hours for religious observance.

In assessing whether it is practicable to grant time off, the Company will take into account the needs of the business and whether or not the arrangement would cause disruption to the work of the employee's department.

Where a working pattern is altered or time off is granted in these circumstances, this may mean that the employee has to take a shorter lunch break or start work earlier or finish work later in order to make up the time off for religious observance.

However, where an employee requests time off at a time when their temporary absence would cause difficulties for the business or the work of their department, or where the amount of time off requested is unreasonable or excessive, the Company reserves the right to refuse to grant some or all of the time off requested.

All employees will be treated equally as regards requests for alterations to working patterns or for time off for religious observance, regardless of their religion or belief

Signed :

Dated : 01/10/2017



Mr Gareth J Howlett
H&A Protection Services Ltd