**Domestic Emergency Policy**

November 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to domestic emergencies. This policy sets out the statutory rights and responsibilities of colleagues who wish to take time off for domestic emergencies.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

**Domestic Emergency**

The Company recognises that employees will from time to time experience emergencies at home, such as a flood, fire or burglary. This policy, which applies to all employees, is intended to allow those who experience genuine domestic emergencies to take a reasonable amount of time off work to deal with the emergency. The policy does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, home deliveries, etc.

# Procedure

In the event of a domestic emergency arising, the employee should notify their manager as soon as it is reasonably practicable (either face-to-face if the employee is at work or otherwise by telephone), explaining the nature of the emergency and how much time off work the employee will need.

**Length of Time and Payment**

Each request for domestic emergency leave will be viewed on a case by case basis from the employee’s line manager and the People Team.

Domestic emergency leave should be no more than 3 days. Once the immediate emergency has been taken care of, the employee is expected to return to work or, if further time off is necessary, to arrange to take it as paid or unpaid holiday, subject to the agreement of the employees line manager.

The leave is unpaid; however any paid time off work is at the discretion of the Company.