

Term Time Working Policy

1. Introduction

1.1 Patrolsec Ltd. aims to attract and retain employees with valuable skills and experience and recognizes the advantages of flexible working. It is our policy to enable employees, to the extent possible, to balance their career with childcare responsibilities.

1.2 Requests for term-time working will be assessed individually, and approval for such arrangements depends on whether the employee's work can be effectively carried out during term-time without detriment to Patrolsec Limited's business. While we endeavour to accommodate these requests, we cannot guarantee approval for every request.

1.3 Term-time working is a form of flexible working where an employee remains on a permanent employment contract but has the right to take unpaid leave during school holidays.

1.3.1 All employees with a minimum of 26 weeks of continuous service have the right to request flexible working, and their requests will be seriously considered by Patrolsec Limited.

2. Eligibility

2.1 All employees are eligible to apply for term-time working if they meet the following criteria:

2.1.1 Be an employee with at least 26 weeks of continuous service with Patrolsec Limited.

2.1.2 Have not made a successful application for flexible working in the preceding 12 months.

2.2 Employees seeking more information about term-time working or other flexible working options should refer to the Patrolsec Limited Flexible Working Policy or discuss with their operations manager.

3. Procedure

3.1 Employees requesting a term-time working arrangement should follow Patrolsec Limited's flexible working procedure outlined in the Flexible Working Policy.

3.2 Patrolsec Limited will give careful consideration to all term-time working requests.

4. Salary Arrangements

4.1 Salary will be determined based on the number of term-time hours the employee is scheduled to work. It will be paid in 12 equal monthly or 52 equal weekly instalments.

5. Annual Leave

5.1 Employees working on a term-time basis should inform Patrolsec Limited of the term dates for the upcoming academic year by the end of the preceding summer term. They should confirm the weeks they will work during the following academic year.

5.2 Term-time working employees must take their paid annual holiday entitlement during school holidays.

6. Work During School Holiday Periods

6.1 Term-time working employees are expected to attend the workplace for training, performance reviews, team meetings, etc. Although every effort will be made to schedule these during term time, there may be exceptions. In such cases, employees will receive adequate notice to make alternative childcare arrangements.

6.2 Employees must agree with the HR Manager on how to stay in touch during all school holiday periods.

7. Terminating the Term-Time Working Arrangement

7.1 Term-time working arrangements, designed for employees with school-age children, will be reviewed annually. Once such an arrangement is no longer required, employees are expected to agree to a revised working arrangement with Patrolsec Limited.

The Managing Director shall review this policy annually or following significant changes.

M. Naeem

Patrolsec Ltd.

Review date: 12/10/23