FIBRE TEC
TELECOMMUNICATIONS

WORKING HOURS POLICY

Working for Fibretec we believe in rewarding and supporting our engineers!

Holidays:

We offer 21 days' annual leave a year. After 5 years of working with us, we increase that to 25 days. Plus, all the recognised public holidays in your part of the UK.

Our core benefits:

Our pension scheme matches your contributions from 4% up to 10% and you will be auto enrolled within the first few months. You have the option to opt in earlier, opt out or increase the amount you pay in.

Our voluntary benefits:

Wellness is big here, too. Once you join, you'll get access to our internal website, The Lodge, the home of all things 'wellness', where you can find loads of info on how to improve your wellbeing. We've broken it down into four key areas; Social, Financial, Mental and Physical.

Effective working:

Without getting too philosophical, we believe work is something you do, rather than a place or a period. We are on a mission to help everyone at Fibretec work in ways that help them thrive. It is not necessarily about where or when you work, but how well you are doing the job. You will find the three main principles below. Your manager will give you more details and agree your SMART working plan with you when you join.

Working hours:

In line with government guidelines, we operate a maximum 48-hour work week policy. We expect our staff to take one hour break throughout the working day. This can be divided into two 15-minute breaks and one 30-minute break. Providing the business, clients, your team, and your manager are happy to you can choose to work anytime between 7am and 7pm – this is based on there being enough team cover between the core hours of 10am and 4pm. Overtime is available and is agreed between the engineer and team leader. Time sheets are to be completed each day. All staff must log their hours including break times. These are signed off by managers on a daily basis and monitored by he admin department. When employees continuously exceed the limit of 48 hours per week over a 17 week period, they will Working Hours & Benefits Policy 02/06/2021 Fibretec LTD Any questions regarding this Working Hours policy may be directed to the Compliance Officer via email ben.fibretec@gmail.com . Approved by be expected to take a 4 day break to recuperate.

Working locations:

Our clients' sites are located over a wide variety of locations throughout the UK, therefore where possible you will have the option to work closer to home. It is about working wherever you can be most efficient.

Workspaces:

We believe in providing workspaces that are working-friendly, featuring things like team neighbourhoods, hot desks, stand-up meeting rooms, interactive displays, deskless offices and vibrant leisure spaces. We have designed our company on the home away home policy. We want our staff to be happy, with wellness in mind.

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Flexible working:

Flexible working in our company means we are open to providing a culture and environment that meets the needs of our teams. If you want to make changes to your contract or amend the usual working arrangements for your role, you can put a request in for flexible working. We will do what we can to help.

Driving hours:

If our engineers are based more than two hours away, we recommend that they stop driving for at least 20 minutes to stretch their legs, hydrate and refresh the mind. For the safety of themselves and the public.

Any questions regarding the Working Hours Policy may be directed to the company Director via email- ben.fibretec@gmail.com

Approved by: Benjamin Thomas Norman

Signature