

	<b>Pro Rail Services Ltd</b>	<b><i>POL-06</i></b> <b><i>Issue 1</i></b>
	<b>Working Hours Policy</b>	

It is Pro Rail Services Ltd.'s (PRS) policy to ensure that any sponsored person selected for undertaking activities when working in a rail environment shall not exceed the minimum rest periods, maximum turns of duty and maximum working hours as detailed within Network Rail Standard NR/L2/ERG/003.

This process ensures that all sponsored personnel working on Network Rail Managed Infrastructure do not work more than

- 12 hours per shift or
- 72 hours per calendar week
- 13 shifts in any 14-day period
- Have at least 12 hours' rest between shifts.

All proposed work on Network Rail Managed Infrastructure must be planned and working hours rostered so that sponsored personnel are not required to work in excess of the prescribed times.

It is company policy to ensure that any sponsored person selected for undertaking activities when working in a London Underground environment shall not exceed the minimum rest periods, maximum turns of duty and maximum working hours as detailed within S1552 QUENSH Contract Conditions.

The consecutive days that may be worked before a rest period when working on, over or adjacent to the railway shall be

- Six consecutive days, followed by a rest period of not less than 24 hours;
- 12 consecutive days, followed by two consecutive rest days, each of which is not less than 24 hours
- Within any 14 day period, two rest periods, each of which is not less than 24 hours
- No more than twelve hours to be worked per period of duty/shift
- A minimum of eleven rest hours between shifts

In accordance with Network Rail Standard NR/GN/INI/001 door to door travel time should not exceed a maximum of 14 hours provided the working shift does not exceed 12 hours. There is no maximum travel time within the 14-hour limit, but a suitable risk assessment process for managing periods of travel time they consider excessive is in place.

The workforce shall be made aware of the Refusal to Work Policy at the induction stage and are encouraged not to work excessively if they consider it to be unsafe.

In addition to the company's primary sponsored personnel we are committed to providing information relating to working times to organisations which are the primary sponsors of individuals that are sub sponsored by the business.

Managing Director  
Signed



Date: August 2017