

## Policy on religious observance during working time

It is the employer's policy to endeavour, on request, to alter an employee's working pattern so that breaks can be granted at times that coincide with his/her needs for religious observance. Alternatively, the employer will, where appropriate, endeavour to grant employees reasonable time off during working hours for religious observance insofar as this is possible and practicable, taking into account the needs of the business and whether or not such arrangements might cause disturbance or disruption to other members of staff and/or their work or work patterns.

However, where an employee requests time off at a particularly busy time or at a time when the employee's absence would otherwise cause difficulties for the business or his/her department, or where the amount of time off requested is unreasonable or excessive (taking into account the needs of the business), the employer reserves the right to refuse to grant some or all of any of the time off requested.

All employees, whatever their religion or belief, will be treated equally in respect of requests for time off for religious observance or requests for alterations to their working patterns for religious reasons.

In addition, it is the employer's policy to ask all employees, on a voluntary basis, to disclose their religion or belief to it so that any religious needs can be assessed and fair consideration given to what facilities and arrangements it might reasonably provide for staff. While no employee is obliged to disclose his/her religion, belief or religious practices to the employer, employees are encouraged to do so for this reason.

The employer provides food storage and food heating facilities [describe nature and location of facilities, for example fridges]. These are available to all employees. Employees must ensure that all food placed in the fridges or on the shelves provided is stored in sealed containers at all times. This is for the benefit of all employees, some of whom may wish to ensure that their food does not come into contact with, for example, pork or other meat products.

The responsibility for this policy lies with human resources officer, who will oversee its operation, including the facilities provided by the employer. Any employee who has a query related to his/her religious needs should contact Del Hunter.