

Working Times Policy

Taylor Technology Systems Ltd (TTSL) acknowledges it is essential that all Rail Staff comply with the Railway Group Standards GH/RT4004 and any supporting documentation, with respect to safe working hours.

TTSL will ensure that staffs comply with this Group Standard and that they do not exceed the limits stated (except in emergency situations).

Before any authorisation for exceedance of the working hours (as defined in accordance with Network Rail Standards) can be given, a suitable and sufficient risk assessment must be completed and accepted by a representative of TTSL's management.

The working hours rules are as follows:

- Work shifts not to exceed 12 hours
- Total hours must not exceed 72 hours per week (Sunday to Saturday)
- Must not work more than 13 shifts in 14 days
- Must not have less than 12-hour rest periods between consecutive shifts
- Additionally, Signalling Staff (installers and testers) must not exceed 23 shifts in two consecutive 14-day periods

Any work carried out for other employees or sponsors must also be notified to TTSL and must conform to the Safe Working Hours requirements. This applies to any work and is not restricted to Rail projects.

Name: Mark Taylor TTSL Managing Director

Date: 22nd November 2017

***** Information concerning health, safety and welfare is contained within the Employee Safety Handbook *****