



Working Time Directive (WTD) Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

The Company is committed to managing the health and safety of all employees and monitoring their working hours to prevent overworking.

Policy

The weekly working time for each employee should not exceed an average of 48 hours measured over a 17 week reference period.

For the purposes of this policy, working time is defined as the time in which an employee is carrying out their duties and is at the Company’s disposal. Time on relevant training is also included in the calculation of working time. Time spent responding to telephone calls, and work taken home at the request of the Company will also be included in working time calculations.

There are a number of conditions that will not be included in working time calculations and these include (non-exhaustive list);

- Annual leave days;
- Sickness days;
- Maternity, paternity and adoption leave;
- Jury service

Rest Breaks

The Company will operate in full compliance with all statutory rest break requirements accepting that site based incident and operational required responses may impact compliance.

Where this occurs, employees will take rest breaks at the earliest opportunity following the resolution of incident / operational required responses.

Compensatory Rest

Infrequently, there may be circumstances where an employee may be required to work during what would be their rest period. Were this occurs (and with the agreement of the Company), the employee may have rest days re-rostered. This is known as compensatory rest and should be no shorter than the break period the employee has missed.

Opting Out of the Working Time Directive

Under normal circumstances the Company does not require employees to work in excess of an average of 48 hours per week. However, employees have the choice to ‘opt out’ of the Working Time Directive Regulations requirements.

Document Classification		External	
Document Number	Issue Number	Last Review Date	Next Review Date
SG-0029	SG-HR-0029	5-Jan-2026	5-Jan-2027



If an employee chooses to opt out the Company will require them to complete a Working Time Opt-Out Declaration to confirm they agree to opt out of the average 48 hour working week.

Where an employee has chosen to opt-out, this will remain in effect unless the employee or the Company terminates the agreement providing a minimum of 4 weeks in writing.

Policy Review

This policy will be reviewed at least annually or sooner in the event of legislative or regulatory changes. All amendments will be communicated throughout the Company.

Signed By: ***Muhammad Khan***

CEO of SUPREME FACILITIES LTD

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