**Working Time Policy**

1. **Introduction**

**1.1 Purpose**

To provide a policy and associated procedures for employees regarding information about hours of work, timekeeping and breaks during the work day. To ensure that working hours are not excessive in order to protect employees’ health and wellbeing.

**1.2 Scope**

All employees on a permanent, fixed term or temporary contract of employment.

1. **Policy statement**

Monsoon Accessorize recognise that, from time to time, individuals may have questions or concerns relating to hours of work, timekeeping and breaks during the working day.

The company fully supports the requirements of the Working Time Regulations. It recognises that by the nature of our business there will be occasions where employees will be required to work over and above their normal hours.

It is the company’s policy to encourage open discussion to ensure that questions and problems can be resolved as quickly as possible.

The Employee Handbook has been created to provide further details on the relevant procedures to be followed in relation to this policy, and individuals should refer to the Employee Handbook available on the Intranet or hard copy in branch.

The company expects all managers and employees to take personal responsibility for adherence to this policy.

If further clarification is required, individuals should contact the HR department.

1. **Related policies and documentation**
* Employee Handbook
* Terms and Conditions of Employment
1. **Responsibility**

Any queries on the application or interpretation of this policy must be discussed with the HR department prior to any action being taken.

The HR department has the responsibility for ensuring the maintenance, regular review and updating of this policy, the Working Family Guide and the Employee Handbook.

Revisions, amendments or alterations to the policy can only be implemented following consideration and approval by the HR Director.