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P-HRA-SPU-004

Absence Reporting Procedure

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[This procedure is property of Smulders, Hoge Mauw 200 – B-2370 Arendonk]

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1 Introduction

Smulders Projects UK, hereinafter referred to as the Company, typically organises business activities to a strict schedule and deadlines. Works are arranged in line with project dates and key personnel will be involved in those works, as required. Where workers are absent from work it can make it difficult for the Company to plan, make arrangements to cover work and to ensure the smooth running of business activities. Therefore absence for any reason, including sickness absence, must be reported and dealt with in the correct manner.

2 Scope

This policy covers the Company's Newcastle (Wallsend) facility and applies to all workers including employees, agency workers, contractors and sub-contractors that provide a service to the Company (collectively referred to as workers).

3 Reporting and certification

All absence, including sickness absence, should be reported to the Company or the agency, as applicable, and appropriately certified in accordance with the contractual terms governing your engagement or employment. In certain circumstances, the Company will need to be notified of the reasons for your absence and the expected return date, where possible.

Where a worker is engaged on a contractor basis, the Company would only need to be informed they were not attending site if they had previously confirmed their intention to attend site. This is for planning purposes in line with any key works in the schedule and to ensure the Company is aware for fire register and evacuation purposes.

Where a worker is engaged through an agency or via a subcontracting company, the worker or their relevant agency / subcontracting company should ensure the Company HR department is notified of the absence, and the reason for the absence ideally before the start of the shift, however no later than 1 hour after the shift starts. An expected return date should be given, where possible.

If you are unable to reach the relevant party, in line with the above information, the Company Security Office (Main Gate: 24/7 - 0191 2958779) can be contacted. The Security Office will notify the Company HR-department accordingly.

The HR-Department will ensure key personnel are advised that an individual will not be in attendance, and confirm that the agency / subcontracting company are also aware of the absence.

4 Further action regarding absence

The Company reserves the right to take appropriate action (including under the Company's Disciplinary Procedure, if applicable) in respect of employees where absences are deemed to be unauthorised or if there is a concern as to the level or frequency of any absences. In the case of an agency worker, contractor or subcontractor, they may be asked to leave site or not return, as applicable.

5 Other Documents

Other documents to be read in conjunction:

P-HSM-SPU-001
P-HSM-SPU-011

Yard Agreement
Code of Conduct