



## **Exeter Food Action Working Time Regulations 1998 Policy**

### **1. Introduction**

Exeter Food Action recognizes and adheres to the provisions set out in the Working Time Regulations 1998, which stipulate that employees and workers should not work, on average, more than 48 hours per week. This policy outlines the obligations on employer and employee, and the process to be followed should an opt-out agreement be required.

### **2. Working Time Regulations 1998**

The Working Time Regulations 1998 are designed to ensure the health and safety of workers by setting limits on the amount of time they can work. The key provisions include:

- A limit of 48 hours per week, averaged over a 17-week reference period.
- Rest breaks during the working day.
- Rest periods between working days.
- A limit of 8 hours of night work in any 24-hour period.
- An entitlement to paid annual leave.

### **3. Application**

This policy applies to all employees and workers aged 18 years or over.

### **4. Obligations on Employers**

Exeter Food Action is committed to ensuring compliance with the Working Time Regulations 1998. Our obligations include:

- Monitoring and managing working hours to ensure they comply with legal limits.
- Providing adequate rest breaks and periods.
- Facilitating entitlement to paid annual leave.

### **5. Obligations on Employees**

An employee aged 18 years or over is expected to:

- Inform Exeter Food Action if they are working for more than one employer and the combined hours breach the 48-hour limit.
- Raise any concerns or issues regarding working hours promptly.
- Comply with the rest break and rest period requirements.

## 6. Opt-Out Agreement

If an employee aged 18 years or over wishes to work more than an average of 48 hours per week, they may choose to enter into an opt-out agreement. The agreement must be voluntary and in writing, and it should include the following:

*I, [employee's name], aged 18 years or over, agree that I may work for more than an average of 48 hours a week. I understand that I can cancel this opt-out agreement by providing at least 7 days' notice, even if it is part of my employment contract. I also understand that my employer cannot force me to cancel this opt-out agreement.*

*Signed:*

*Dated:*

## 7. Process for Opting Out

Employees who meet the criteria and wish to opt-out must follow the process outlined in the agreement. The agreed notice period should be adhered to, and the request should be submitted in writing to the employer.

## 8. Review and Monitoring

Exeter Food Action will regularly review working hours to ensure ongoing compliance with the Working Time Regulations. Any necessary adjustments or updates to the opt-out agreements will be facilitated promptly.

## 9. Contact Information

For any queries or concerns related to working hours, employees can contact Exeter Food Action's manager.

This policy is designed to ensure that Exeter Food Action and its employees understand and comply with the Working Time Regulations 1998 while providing a transparent process for opting out when necessary.

**Agreed by Trustees on: 28.02.26**

**Date for review: February 2027**