



STAFFING MATCH



RELIGIOUS OBSERVANCE IN THE WORKPLACE

2017

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Religious Observance in the Workplace

1. Introduction

- 1.1 The Company is committed to providing equal opportunities in employment.
- 1.2 It is the Company's policy to try, wherever possible, to understand and support an employee's religious needs in the workplace.
- 1.3 It is the Company's policy to ask all employees to disclose their religion or belief on a voluntary basis. This information is requested so that any religious needs can be assessed and fair consideration given to what facilities and arrangements the Company might reasonably provide to its employees.
- 1.4 Employees are not required to disclose their religion, belief or religious practices to the Company, but employees are encouraged to provide this information.

2. Working Hours

- 2.1 The Company will try, on request, to amend an employee's working pattern so that breaks can be given at times that coincide with his or her needs for religious observance. As an alternative, the Company will, where possible, try to give its employees reasonable time off during working hours for religious observance as far as this is possible and practicable. At all times, the Company will take into account the business needs and the impact of such arrangements on other members of staff and their work or working patterns.
- 2.2 In the event that an employee requests time off at a particularly busy time, or at a time when the employee's absence would otherwise cause difficulties for the business or, where the time off requested is unreasonable or excessive in regards to the needs of the business, the Company reserves the right to refuse to give the employee some or all of the requested time off.
- 2.3 All employees, whatever their religion or belief, will be treated equally in respect of requests for time off for religious observance or requests for alterations to their working patterns for religious reasons.

3. Facilities

- 3.1 The Company provides food storage and food heating facilities for use by all employees. At all times, employees must ensure that food left in the fridges or on the shelves provided is stored in sealed containers. This is for the benefit of all employees and recognises that employees may wish to ensure that their food does not come into contact with, for example, pork or other meat products.

4. Responsibility

The HR Manager has responsibility for this policy, including the facilities provided by the Company. If an employee has a query or concerns related to his or her religious needs, this should be addressed to the HR Manager.