

Tatry Group Ltd

### Fair Hours and Contracts Policy

We are committed to fostering a workplace that values fairness, transparency, and flexibility for our employees while meeting the diverse needs of our clients.

Our Fair Hours and Contracts Policy ensures equitable treatment of employees in scheduling shifts and managing contractual agreements. It emphasises providing fair notice for shift changes, compensating for cancelled shifts unless under exceptional circumstances, and offering flexibility for contractual adjustments based on actual hours worked. This policy reflects our commitment to maintaining a balanced and supportive work environment that values both employee satisfaction and operational efficiency.

#### Shift Scheduling and Notice:

- We aim to provide at least two weeks' notice for scheduling shifts whenever possible.
- Due to the nature of our business, last-minute changes may occur due to sick calls or urgent customer requests.
- There will be no penalty for employees who decline shifts added at short notice of less than two weeks.

#### Payment for Cancelled Shifts:

- Shifts cancelled with less than two weeks' notice will be paid unless exceptional circumstances or specified in the employee contract dictate otherwise.
- We prioritise meeting customer expectations while striving to balance fair treatment of employees in our contractual agreements.

#### Requesting Fixed Hours Contract:

- Employees may request a contract with more fixed hours to reflect their actual working hours at any time.
- Requests will be reviewed promptly and fairly while considering operational feasibility and customer requirements.

#### Annual Hours Review and Contract Adjustment:

- Annually, we will review the actual hours worked by each employee.
- A supportive conversation will be initiated with each employee based on their actual hours worked, exploring options for adjusting contracts accordingly, if necessary.

This policy statement has been last reviewed and approved by:

**Name:** Jonathan Sisk  
**Position:** Managing Director  
**Date:** 01/07/2024  
**Signature:** *Jonathan Sisk*

The next review is scheduled for one year from the approval date or sooner if significant changes occur within the company.