



OVERTIME POLICY

NWH Group Limited
Reviewed- February 2026

Policy Statement

The Company recognises that, from time to time, it may be necessary for employees to work additional hours to meet the operational needs of the business. Overtime is defined as any hours worked in excess of an employee's contracted hours or outside of their normal working pattern, including evenings, weekends, and public holidays. Overtime at NWH Group is non-guaranteed, meaning the Company is not obliged to offer overtime.

Overtime may be either compulsory or voluntary, as defined below.

Compulsory Overtime: This is overtime that employees are required to work in accordance with their contract of employment and the reasonable needs of the business. Failure to work compulsory overtime without reasonable justification may be treated as a breach of contract and may be addressed under the Company's disciplinary procedure.

Voluntary Overtime: overtime offered by the Company, but not a contractual requirement. Employees may choose whether to accept voluntary overtime. The application of overtime will depend on the employee's role and contractual terms.

For roles where overtime forms part of the contractual requirements, employees are expected to work overtime in line with their contract of employment and reasonable business needs.

For roles where overtime is not contractual, overtime will be offered on a voluntary basis and employees may choose whether to accept the additional hours.

The Company will determine whether overtime is compulsory or voluntary based on the employee's role and contractual terms.

The Company will provide as much notice as reasonably practicable when overtime is required.

Document Title	Issue No	IMS Ref
OVERTIME POLICY	1	P 58



OVERTIME POLICY

Authorisation of Overtime

All overtime must be agreed in advance with the relevant line manager. Employees must not work overtime without prior approval. Any unauthorised overtime may not be paid.

Managers are responsible for ensuring that overtime is necessary, appropriately authorised, and recorded accurately.

Overtime Rates of Pay

Overtime will be paid in accordance with the following:

Monday to Friday:

- First 8 hours per day paid at basic rate
- All additional hours are paid at time and a half
- Saturday: All hours paid at time and a half
- Sunday: All hours paid at double time
- The Company reserves the right to vary overtime rates, as required, due to customer contract terms or business needs. Any changes will be communicated where possible.
- Overtime arrangements will comply with applicable National Minimum Wage requirements.

Working Time and Opt-Out

The Company will ensure that working hours, including overtime, are managed in line with the Working Time Regulations 1998.

Employees may be required to work overtime, provided that:

- Working hours do not exceed an average of 48 hours per week unless the employee has signed an opt-out agreement
- Appropriate rest periods are maintained in line with legal requirements
- Where an employee has signed a valid opt-out agreement, they may be required to work additional hours in line with reasonable business needs, subject to health and safety considerations.

Document Title	Issue No	IMS Ref
OVERTIME POLICY	1	P 58



OVERTIME POLICY

Holiday Pay and Overtime

Where overtime is worked regularly, this may be reflected in the calculation of holiday pay in line with legal requirements and established case law.

Part-Time Employees

Overtime arrangements for part-time employees will be governed by the terms and conditions set out in their contract of employment.

Health, Safety and Wellbeing

The Company is committed to ensuring that working hours are managed in a way that protects health, safety, and wellbeing.

Managers will monitor working hours to reduce the risk of excessive working time, particularly in safety-critical roles.

Equality and Fairness

The allocation of overtime will be managed fairly and without discrimination, in line with the Equality Act 2010.

The Company will consider individual circumstances where appropriate and make reasonable adjustments where required.

Recording and Payment of Overtime

All overtime worked must be:

- Approved in advance by the relevant manager
- Accurately recorded
- Submitted in line with payroll deadlines
- Failure to follow these requirements may result in non-payment of overtime.

Document Title	Issue No	IMS Ref
OVERTIME POLICY	1	P 58



OVERTIME POLICY

Responsibilities

Employee responsibilities

Employees are expected to:

- Work overtime where it is required in line with their role and contractual terms
- Seek approval before working overtime
- Accurately record any overtime worked
- Comply with working time requirements

Failure to comply with this policy may result in disciplinary action.

Employer responsibilities

The Company will:

- Ensure overtime is managed fairly and consistently
- Monitor working hours to ensure compliance with legal requirements
- Maintain appropriate records
- Review this policy regularly to ensure its effectiveness

Signed:

Date: 01/02/2026

Gavin Money

Managing Director

Document Title	Issue No	IMS Ref
OVERTIME POLICY	1	P 58