



Company Policy Statement: **Working Hours**

Portfolio: Governance and Assurance
Portfolio Director: Mr Roger Clarke

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Author: Mr Roger Clarke



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DOCUMENT ETYMOLOGY

Title

Policy Statement for	Portfolio
Working Hours	Governance and Assurance

Responsibility

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Approver

Title	Name	Date
Chief Executive Officer	Mr Frank Lloyd-Murray	Friday, 06 June 2025
Chairman	Mr Simon Bevan	Friday, 06 June 2025
Board of Directors	(List)	Friday, 06 June 2025
Non-Executive Directors	(List)	Friday, 06 June 2025



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Section: 2 – The Policy Statement

What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.



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WORKING HOURS STATEMENT

Signed as Approved this day, Friday, 06 June 2025		
Signature	Position	Mr Frank Lloyd-Murray Chief Executive Officer

