

Young Workers Policy

► WHO IS THIS FOR?

UNITED
KINGDOMISLE OF
MANTEAM
MEMBERSLINE
MANAGERS

We want to continue to employ the best people possible to ensure our customer promise is achieved on every shift. Many of our roles include significant responsibilities and we want to offer opportunities to those who share our Whitbread Values and who meet our minimum age requirements.

Published January 2017

Last updated October 2021

► WHAT ARE THE LIMITS FOR EMPLOYING YOUNG WORKERS?

To employ a young worker within any brand, they must satisfy the following 2 points:

- Be of minimum school leaving age (see below)
- Be aged 16 as a minimum

Furthermore, any roles which require the employee to work alone should be over 18 years old.

Minimum school leaving age (UK)

In order to be able to hire young workers, the Company policy is that they must be 16 years' old and have left school when they are legally able to do so. There are different times in which a young worker will be classed as school leaving age (i.e. left school), see below:

In England & Wales

The individual must be 16 years of age and have finished their final academic year which is the last Friday in June of that year.

In England, young workers who meet the above criteria can be hired by the Company. However, young people do also have to stay in education or training until their 18th birthday.

The options for the school leaver are as follows:

- Full time education (i.e. in a school or college) or with an accredited training provider;
- Full – time work combined with part-time education or accredited training (full time work counts as 20 or more hours a week. The 20 hours can be undertaken as a combination of more than 1 employer. Where a young person's employment hours vary, employment of an average of 40 or more hours over a two week period can be counted as meeting the required);

- An Apprenticeship organised through Whitbread (no third parties). Please refer to the WISE Team for further information about the Apprenticeship programme.

Scotland

There are different requirements for young workers hired in Scotland.

- If the individual turned 16 between 1st March and 30th September then they are classed as having left school after the 31st May of that year.
- If the individual turned 16 between 1st October and the end of February then they **cannot** leave school until the beginning of the school's Christmas holiday that school year.

Northern Ireland

There are different requirements for young workers hired in Northern Ireland.

- If the individual turned 16 within the current academic year (between 1st September and 1st July) then they are classed as having left school after 30th June of that year.
- If the individual turned 16 between 1st September of the previous year to the 31st August of the current year, then the individual is classed as having left school on the first day of the summer.

► LINE MANAGER RESPONSIBILITIES

As a line manager of a young person, it is your responsibility to ensure there is adequate time for your employee to attend the relevant training or education outside of work. Therefore, it is important that you ensure the contracted hours for the young worker allow time for this. Further to this, if your employee is contracted to less than 20 hours and is completing part time education, you will need to understand whether they are making up the remaining hours (minimum 20) with another employer.

As a responsible employer, you should ensure you support and encourage the young worker to partake in this legislation however ultimate responsibility lies on the Local Authority and the employee themselves.

You therefore have to consider the following ongoing responsibilities:

- A Young Workers Risk Assessment must be carried out
 - Weekly working hours must not be more than 40 (you cannot average the hours out over a number of weeks). There is no option to “opt-out” of these working hours
 - Must have 12 hours of uninterrupted rest in a 24-hour period
 - Young Workers can only serve alcohol if the sale is approved by the bar manager or licence holder who is over 18
 - Must partake in further education or training until they are 18
-

- A 30-minute break is required if the shift is longer than 4.5 hours. The rest break should be continuous and not split up over a number of hours.
 - Must not work more than 8 hours a day
 - Working hours must be between 7am and 11pm
-