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| Contingency Plan | | | | |
| Issue: | The Office Administrator gives notice then fails to attend work the following day claiming that they’re too ill to come to work | | | |
| Impact of issue: | Inability for admin to be completed on that day and for the duration of the sickness, may also require a fill in or paperwork delays | | | |
| Business objective: | To manage having required work completed during the timeframes required for business activity completions according to plans | | | |
| Agreed corrective action: | **Depending on illness and its likely duration may require a doctors certificate, or terms in the employment contract detailing the consequences in these types of scenarios, ie a financial hiatus penalty for not providing adequate and reasonable advanced notice in order to implement contingency plans** | | | |
| Responsible persons: | Office Manager – Office Admin | | | |
| Resources: | Doctors Certificate, Illness Description, Potential Causes, alternative fill-in contacts and their details, and administration work delayed | | | |
| Reporting to: | Director – Office Manager | | | |
| Review date: | In the event of a legislative change to the employer employee requirements and expectations in the event of an illness and failing to attend work for a period of time – and in the event of a change in the structure of the business and the roles required to be filled and performed – or yearly | | | |
| Employee: | Name: | Name of Office Manager | Signature: |  |
| Office Admin | Addison | Ollie | OM |  |

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| Contingency Plan | | | | |
| Issue: | The foundation work for one of your projects is delayed by three (3) days due to bad weather | | | |
| Impact of issue: | Required propagation delays of all work thereafter that requires the foundation work to be completed | | | |
| Business objective: | To complete the work that comes after in as reasonable amount of time required to not lose out on any pre-payments or contract changing costs for the next series of subcontractors | | | |
| Agreed corrective action: | **Nothing can be done about the weather in this scenario, so if there was an alternative foundation work method that could be used that was immune or more resistant or more versatile to the types of weather conditions encountered** | | | |
| Responsible persons: | Site Manager - Director | | | |
| Resources: | Work Schedule – Work Contracts for work thereafter | | | |
| Reporting to: | Director – and all workers that require updates and other changes to the work schedule for work that cant be done until the foundation work is completed | | | |
| Review date: | Business structure changes or Foundation Work procedures and preferences changes – or annually | | | |
| Employee: | Name: | Name of Office Manager | Signature: |  |
| Site Manager | Sally | Olly | SM |  |