

Home and Hybrid Working Policy

1. About This Policy

- 1.1. We support homeworking in appropriate circumstances, either occasionally (to respond to specific circumstances or to complete particular tasks) or in some cases on a regular (full or part-time) basis. In addition, occasional or permanent homeworking can, in certain circumstances, be a means of accommodating a disability and can be requested as a reasonable adjustment under our Flexible Working Policy.
- 1.2. This policy sets out how we will deal with requests for homeworking, and conditions on which homeworking will be allowed or in some circumstances required. The Employer may also suggest an employee considers home or hybrid working. If you are allowed or required to work from home, you must comply with this policy.
- 1.3. This policy does not form part of any employee's Contract of Employment and we may amend it at any time.

2. Hybrid Working Arrangements

- 2.1. As part of our commitment to flexible working, we support hybrid working arrangements.
- 2.2. A hybrid working arrangement is a flexible working arrangement which allows you to split your working time between the workplace and an agreed remote working location, such as your home.
- 2.3. Hybrid working arrangements will differ depending on the nature of your role, duties and responsibilities and so are discretionary and subject to agreement with your line manager and the Chief Executive.
- 2.4. Any hybrid working arrangement is subject to you spending an agreed proportion of your work time working from the agreed remote working location, with your remaining working time worked from your workplace, as agreed with your line manager and the Chief Executive.
- 2.5. The days and times worked from your workplace and your agreed remote working location are subject to agreement with your line manager and may vary to accommodate the needs of our business.
- 2.6. Whether hybrid working arrangements can be accommodated will be subject to the same considerations and conditions as set out in this Policy.
- 2.7. All hybrid working arrangements will be subject to a trial period of three months. We may, at our discretion, extend this period for up to a further six months. During the trial period the hybrid working arrangements will be monitored. At the end of the trial period you will be informed in writing if the hybrid working arrangements are considered appropriate to be continued.

3. Temporary or Occasional Home or Hybrid Working Arrangements

- 3.1. There are a number of circumstances in which the ability to work from home on an occasional or temporary basis may be of benefit to you and us:
 - (a) When a child or elderly relative becomes unwell or arrangements for their care break down at short notice;
 - (b) When, despite being fit to work, travelling to the office is difficult (for example, due to recovery from an injury such as a broken leg);
 - (c) When travel has been disrupted (for example, by the weather or by a strike that affects your travel arrangements);
 - (d) When a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline; or
 - (e) During any period when you are unable to work from the office such as during severe weather or a global pandemic.
- 3.2. In these circumstances, working at home can be authorised by your line manager where, in their opinion:
 - (a) You have work that can be undertaken at home;
 - (b) You have the required equipment to work from home; and
 - (c) Working at home is cost-effective and any increase in work that may be passed to your colleagues as a result is kept to a minimum.
- 3.3. Your line manager will, where necessary, liaise with the Chief Executive and/or the Business Manager to confirm arrangements.
- 3.4. In the event that you are suffering from a mild illness but are well enough to work, we may require you to work from home during your illness if you are suffering from symptoms associated with a contagious disease. This is in order to protect the health and safety of your colleagues and to prevent the spread of infections within the workplace.
- 3.5. In addition, if circumstances affect our ability to allow you to come into the workplace because of, for example, government restrictions and/or health and safety requirements, we may require you to work from home.

4. Permanent Home or Hybrid Working Arrangements

- 4.1. After successful completion of your probationary period, you can make an application for home or hybrid working, which will be considered on its merits. However, not all roles and not all jobs are suitable for such arrangements.
- 4.2. You may want to vary your working arrangements so that you may work from home permanently or for a fixed period, or you may wish to work from home for all or part of your working week for example, by way of a hybrid working arrangement. Any request to work from home or remotely must meet the needs of our business as well as your needs.
- 4.3. A request for home or hybrid working is unlikely to be approved if:
 - (a) You need to be present in the office to perform your job (for example, because it involves a high degree of personal interaction with colleagues or third parties or involves equipment that is only available in the office);
 - (b) Your most recent appraisal identifies any aspect of your performance as unsatisfactory;

- (c) Your line manager has advised you that your current standard of work or work production is unsatisfactory;
- (d) You have an unexpired warning, whether relating to conduct or performance; or
- (e) You need supervision to deliver an acceptable quality and/or quantity of work.

4.4. If you wish to apply to work from home, you will need to be able to show that you can:

- (a) Work independently, motivate yourself and use your own initiative;
- (b) Manage your workload effectively and complete work to set deadlines;
- (c) Identify and resolve any new pressures created by working at home; and
- (d) Adapt to new working practices, including maintaining contact with your line manager and colleagues at work.

4.5. To be considered for home or hybrid working, you must submit a written application to your line manager. Your application must state:

- (a) Why you consider your job to be suitable for home or hybrid working and how you meet the criteria for home or hybrid working set out above;
- (b) The date from which you wish the arrangements to start and, if you wish to work from home for a fixed period, the date on which you want the arrangements to finish. You should try to give us as much notice as possible and, in any event, make your application at least 4 weeks before your proposed start date so that your request can be considered;
- (c) Whether you wish to work from home for all or part of your working week and, if only part, which days you propose to work from home;
- (d) How you would organise your work from home, including how you would ensure the security of documents and information, where appropriate;
- (e) If you are wishing to work from another remote location other than your home, providing details for that, including where, when, and how it would work;
- (f) The extent to which you could be available to come into the workplace on days you are proposing to work from home if needed, for example to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days;
- (g) If different from your current hours of work, the hours of work that you propose apply when you are working at home; and
- (h) How you envisage maintaining contact with your line manager, how your work will be set, and how progress will be monitored.

4.6. If you wish to work from a remote working location abroad at any time during any hybrid working arrangement, this will require separate approval from the Chief Executive and there is no guarantee that this will be possible. Working remotely from a location abroad is not subject to this policy due to different compliance and legislative requirements.

4.7. It may assist your application for home or hybrid working if you first discuss your proposal with your line manager informally. This may identify potential problems with your application, such as a need to be in the workplace on occasions you had not considered, which your application can then address.

4.8. In considering your application, your line manager may invite you to a meeting to discuss your proposals in line with our Flexible Working Policy. If your request is refused, we will give you

written reasons explaining why and you have the opportunity to appeal under the decision under the Flexible Working Policy. We may also ask for you to agree to a home visit by a representative of the management team in order to carry out a risk assessment, install or service equipment, or to reclaim equipment on termination of your homeworking arrangement.

- 4.9. If your application is accepted, the agreed arrangements will be recorded in writing and may be subject to a trial period.

5. Conditions and Rules Relating to Home and Hybrid Working

- 5.1. Any terms on which it is agreed that you may work from home either on a temporary or permanent basis will include the following:
- (a) We reserve the right to terminate any informal home/hybrid working arrangements, for example if your role changes such that home/hybrid working is no longer suitable, subject to reasonable notice.
 - (b) You will be subject to the same performance measures, processes and objectives that would apply if you worked at our premises.
 - (c) If you receive an unsatisfactory grade in an appraisal or are subject to a written warning for any reason, your home/hybrid working arrangements may be terminated immediately, and you will be expected to return to work at our premises.
 - (d) Your line manager will remain responsible for supervising you and will regularly review your home/hybrid working arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with circulars and information relevant to your work.
 - (e) You agree to attend the office or other reasonable location for meetings, training courses or other events which we expect you to attend. You understand that when you do attend the office, you may have to hot desk or share a desk with someone else.
 - (f) Working at or from home / remotely may affect your home and contents insurance policy, mortgage, lease or rental agreement. You must make any necessary arrangements with your insurers, bank, mortgage provider or landlord before commencing homeworking.

6. Requests to Return to Work in the Office

- 6.1. If you want to terminate your home/hybrid working arrangement, you must notify your manager in the first instance. We will only be able to accommodate your request if there is sufficient office space and a suitable desk for you.

7. Working at Home: Equipment

- 7.1. We will provide any equipment that we consider you reasonably require to work from home, which will remain our property. We will make all necessary arrangements for, and bear the cost of, installing and removing equipment from your home. Where equipment is provided, you must:
- (a) Use it only for the purposes for which we have provided it;
 - (b) Take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
 - (c) Make it available for collection by us, or on our behalf, when requested to do so.
- 7.2. We are not responsible for associated costs of you working from home including the costs of heating, lighting or electricity.

7.3. Where applicable, we will pay all charges on the mobile phone provided by us to you as a homemaker, with the proviso that this must be used only for work-related purposes.

8. Working at Home: Data Security and Confidentiality

8.1. All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times. Your line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements.

8.2. You may only use equipment which has been provided by or authorised by us. You agree to comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.

8.3. You confirm that you have read and understood our policies relating to computer use, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies.

8.4. If you discover or suspect that there has been an incident involving the security of information relating to the company, clients, customers or anyone working with or for the company, you must report it immediately to your manager.

9. Working at Home: Health and Safety

9.1. When working at home, you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. You must attend/complete the usual office health and safety courses and undertake to use equipment safely.

9.2. We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances, including the nature of the work undertaken.

9.3. You must not have meetings in your home with clients and must not give clients your home address or telephone number.

9.4. You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.

9.5. If you are a home worker, the Company will normally expect you to contact your supervisor regularly.

9.6. Home workers must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998. You must:

- (a) Take a break during each working day of at least 20 minutes, during which you must stop work;
- (b) Ensure that you have a daily rest break of at least 11 continuous hours, i.e. the time period between stopping work one day and beginning work the next day must not be less than 11 hours; and
- (c) Have at least one complete day each week when no work is done.
- (d) You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.