



# Staff Handbook

## Schedule 31 - Hybrid Working Policy

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## Document History

Title	<Title>: <subtitle>
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## Review Panel

Name	Role
Kate Guilding	Company Secretary
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## Change history

#	date	author	comment
0.1	Nov 21	Victoria Iredale	Policy created
0.2	Feb 22	Victoria Iredale	Updated 'Working from Home'
0.3	March 22	Victoria Iredale	Added clause 6.2 & 8.4

## Schedule 31

### Hybrid Working Policy

**Hybrid working is important for thriving in the working environment and supporting a positive work-life balance for staff.**

#### 1. **About this policy**

- 1.1 This policy covers all areas of hybrid working.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

#### 2. **Who is covered under this policy?**

- 2.1 Hybrid working is available to anyone who is able to work from home due to the nature of their role.

#### 3. **Determining Factors**

- 3.1 For hybrid working, we do have determining factors in place to ensure the effective running of the business continues. These factors are;
  - 3.2 The suitability of the job and whether the work can be done equally as effectively at home
  - 3.3 The impact on service levels, efficiency and effectiveness
  - 3.4 If there are any costs involved, whether these are considered reasonable
  - 3.5 Any potential negative impact on the staff member working from home
  - 3.6 Any potential negative impact on the staff members team
  - 3.7 Due to the nature of the business, the majority of staff will be able to work from home and the office. If there's any reason as to why you may not be able to work from home, we will let you know as soon as possible.
  - 3.8 You're able to work in the office as much as you need, we just ask that you book a desk via AireCentre prior

#### 4. **Expected level of attendance to the office**

- 4.1 Although we want to encourage hybrid working as much as possible, we would expect you to come into the office as and when required.
- 4.2 The expected number of days per week for any member of staff will vary depending on the nature of the role, project and individual circumstances.
- 4.3 We'd expect you to attend the office as and when; there are team meetings, your principal consultant or team representative has asked you to attend and on any other ad-hoc days that are important to attend in person.
- 4.4 You may be asked to attend a client's premises, which we ask you to do as and when requested.
- 4.5 We believe that regularly attending the office is good for building relationships with your peers and colleagues, which are key for improved morale and motivation. We understand that you may

not be as 'productive' on the days you're in the office, but we want to encourage you to enjoy the social time with your colleagues.

- 4.6 We would like to encourage you to meet with your team, or other individuals, in the office to share knowledge and ideas.

## 5. **Arrangements**

5.1 Whilst working from home or the office, your normal hours of work apply as set out in your contract of employment

5.2 If working from the office, please ensure that you have booked a desk space via the intranet to guarantee a desk and also for health and safety reasons.

5.3 Please make sure when working in the office, you leave the desk space clean when leaving for the day.

## 6. **Working from Home**

6.1 Whilst working from home, please be mindful that you're not overworking and ensure that you take adequate rest breaks.

6.2 If you're working from home and attending meetings online, we ask that you have your cameras on for internal and external meetings. We understand that there may be days when you feel you don't want to switch your camera on, however we believe it's important to be present and engaged with the people you'll be speaking with.

## 7. **Sickness**

When working remotely, please don't work if you're unwell. If you are sick, please follow the regular sickness reporting process outlined in the sickness policy

## 8. **Health and Safety**

8.1 Please liaise with HR if you're unsure if your remote working setup is appropriate and you're working in a safe manner

8.2 You'll need to take responsibility for your own health and safety at home, for example, making sure that the remote work area is clean and tidy and that you are avoiding trip hazards

8.3 Please notify HR if you're feeling any discomfort due to working remotely, you believe there are any health and safety hazards and/or if any work related incidents happen at home

8.4 If you have any special requirements for your work setup at home or in the office, please speak with HR who'll be able to make the necessary arrangements