



FTI EMEA Hybrid Working Principles

What does ‘hybrid working’ mean in FTI EMEA?

Hybrid is our way of describing the FTI workstyle. For us, hybrid working means you can work part of the time outside of the office/your client site, taking into consideration your task, team and client requirements for that day/week/month.

Hybrid working does not forget that we are predominately a client service business, but we believe a more balanced approach to office and home based working is beneficial to all.



Our EMEA hybrid working principles

1. We work in a hybrid way meaning you can work remotely for part of the week if you choose, except for a small number of colleagues whose roles require them to work in our offices.
2. In addition to these principles, each segment/team within segments will create and follow its own “Team Charter” using these principles to build the best workstyle to meet its unique needs.
3. We anticipate that you will spend around three days a week in the office or at client sites. For some people, this will mean they spend an average of three days in the office, working alongside colleagues and clients. Some people may choose to spend more time in the office. Depending on the nature of your role and given the requirements of different client projects, the proportion of time you spend working remotely may not be the same every week or month.
4. For personal and professional tax reasons it’s important you are attached to a specific office location (eg. London or Berlin) and this means you should also work in that country. If you need to change office locations, please discuss any requests with your Segment Leader or HR.
5. Everyone may need to be able to get into the office at short notice, so we’d advise that when working remotely you are located within a reasonable travelling distance to your office location.
6. There should be no detrimental impact on your usual work and minimal impact on your normal working hours no matter how and where you choose to work. We understand that there may be times during which you need to attend to personal responsibilities and there will also be occasions where you will need to be flexible and responsive to business needs.
7. For new hires and junior members of the firm, it will be beneficial to spend a greater proportion of the working week in the office to integrate, absorb the firm’s culture, build internal networks and relationships and to focus on learning and development.



How we bring hybrid working to life

1. Talk about your hybrid working arrangements with your Coach or Project Leader on a regular basis. This helps us all to plan and work together as a team. There may be occasions when your Coach or Project Leader will not agree with your working arrangements. FTI will make its decision based on whether the role or tasks can be performed effectively remotely. Sometimes, we will also consider your level of competency and experience.
2. We know that being together 'in person' is really important to build culture, relationships and teams so there will be regular 'in person' events based in the office. Everyone should make every effort to attend these events. We will ensure you are given ample notice in order to make arrangements to attend.
3. In order to work effectively, you need to have the necessary internet connectivity and home set up (i.e. a quiet and undisturbed place to work), as well as the FTI technology, tools and information to complete your work from home. Please refer to the IT page on FTI Atlas or contact IT for assistance if you need any support to complete your working from home set up.
4. You should continue to follow the leave procedure as normal. If you plan to work remotely but are unwell, or need to care for an unwell family member, you should take sick leave or carers leave as usual.
5. Over the past year or so, we've learned some best practices to implement when working from home, to ensure we are all available and visible to colleagues and clients (as we usually would be when working in the office):
 - a. Remember to redirect your landline phone number to your mobile or home phone to ensure availability. In locations where soft phones are in use, make sure you have it activated on your laptop.
 - b. Be "client ready", i.e. make sure you are available to answer calls and respond to emails during your normal working hours, as if you were in the office.
 - i. Where possible, switch your camera on when participating in meetings.
 - ii. Where applicable, have adequate childcare in place.



FTI's commitment to you

1. We trust all of our colleagues to do their jobs to the best of their ability, and performance assessments will be based on outcomes rather than regular office attendance, except where regular office attendance is a core function of the job.
2. We're encouraging everyone to be transparent about their hybrid workstyle, regardless of seniority, through the creation of the team charters and regular communication with each other. This will enable you to schedule your time in (or out) of the office to ensure you are visible, achieve development opportunities and build your FTI network.
3. All requests and discussions around hybrid working by Coaches and Project Leaders will be fair and transparent, in line with this policy. Concerns can be escalated to Team/Segment Leaders if you decide the matter has not been resolved to your satisfaction.
4. We will keep communicating with you and listening to and addressing feedback, where it makes sense, throughout the roll out and will review the use of our offices and technology to change, iterate and support ways of hybrid and flexible working for you, our clients, and visitors.
5. We will continue to support your wellbeing needs. You can view all the information and support available [here](#).
6. Hybrid working arrangements are not contractual and can be changed or ended with appropriate notice. In cases where there are longer-term flexibility needs and business requirements allow, we can offer formal alternative work arrangements. Formal arrangements are considered on a case-by-case basis and must be approved by the business and the Human Resources Department. Requirements and process steps may vary by location based on applicable laws. Please refer to our [Flexible Working Policy](#) and consult with your HR leader for specific details. These principles do not replace the Flexible Working Policy but are designed to help frame our collective thinking around workstyle. These principles do not represent a change to your employment status and do not give you automatic permission to work permanently from home.