**Purpose**

Scientific Group refers to all associated companies and subsidiaries and will be referred to as the Company herein.

Our clients are global and often you, or your colleagues may have to work flexible hours in order to accommodate certain clients.

The Company understands the importance of a work-life balance and therefore introduced the Working and Wellness policy.

Please note that any flexibility in working hours needs to be approved by your line manager and should not cause disruption to the needs of your team or the business.

**Overview**

This page will provide you all the information you need in regards to our Working and Wellness policy and how we promote our flexible working practices.

Table of Contents

* [Purpose](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#purpose)
* [Overview](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#overview)
* [Procedures](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#procedures)
  + [Live Anywhere](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#live-anywhere)
  + [Work Anywhere](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#work-anywhere)
  + [Fit work around life](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#fit-work-around-life)
  + [Be Considerate](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#be-considerate)
* [Other information](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx#other-information)
* [You may also be interested in](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Working%20and%20Wellness%20Policy.aspx)

**Procedures**

**Live Anywhere**

We’re happy for you to live anywhere you want, but with some important considerations:

* You’re still ‘office based’, so you need to be able to travel to the office (1)
* Our client satellite office (Indianapolis) is there so we can regularly meet clients in their offices so you need to live close enough to make this work
* We still need to go places, so you need to be able to reach a major airport (2)
* We can currently only employ people living where we have operating companies: the UK and the US.

*(1) Travel to the office will not be reimbursed.*

*(2) A taxi fare of up to £120 or equivalent will be reimbursed*

**Work Anywhere**

You can work from home for as many days as you want, and you can also work from other locations, but with some caveats:

* You will still be expected to come into the office on occasions (e.g.for client visits, team meetings, etc.)
* If you spend some time in another country, it needs to be in a time zone that works for your team and your clients
* Any temporary relocations should be discussed with line managers
* You can’t spend longer than 183 days per year in other countries – more and you’re no longer resident for tax purposes.

**Fit work around life**

We have no fixed office hours so you can do your 7.5 (or more!) hours per day whenever works for you – but with some key considerations:

* Consider the needs of your clients and the rest of your team when deciding when to work
* If you finish before other team members, don’t dump deadlines
* If you work late, don’t expect others to respond to emails
* Discuss your plans with your manager, and keep your team informed
* Avoid booking lunchtime meetings where possible
* Book internal meetings for 25 or 50 minutes
* Make sure you take regular breaks, and get out more!

**Be Considerate**

We’re able to offer the ability to work flexibly because everyone takes time to consider the needs of their team, their clients, and other teams –bearing in mind we have clients and offices in multiple time zones

* Try to avoid sending emails or chat messages outside usual hours (early/late)
* Try to switch off when you’ve finished working – put your laptop away, don’t feel obliged to read incoming emails
* If there’s an emergency, use the phone. Continue to hold all meetings online via Teams/Zoom to accommodate everyone, wherever they are.

**Other information**

* The company will provide, and is responsible for, IT equipment
* Your internet connection needs to be good enough to support video calling
* You’re responsible for making sure your home office setup is fit for purpose
* You need to complete a Risk Assessment for every place you work from
* Chairs, second screens, headsets and other equipment is available on request
* If you would like to explore a permanent contractual change, then please contact your line manager and the People & Culture Team to discuss further.

*If you have any questions, please contact the People and Culture Team*