

# Hybrid Working Policy

## Introduction

This policy applies to all employees and workers. The Company is committed to supporting a positive work-life balance following the COVID-19 pandemic. This policy aims to describe our approach to hybrid working and the working arrangements that will apply in relation to you altering your time between the traditional working environment of the workplace and working from a remote location (typically your home).

## Entitlement

Company supports hybrid working for only certain roles and reasons.

## Hybrid arrangement

### Expected attendance

The Company has an expectation that you will spend 1 day per week at the workplace. Your line manager will agree which days you are expected to work at the workplace and the days on which you are expected to work from home/remotely.

The Company understands that on occasion there may be a need for further flexibility in relation to hybrid working, depending on individual circumstances.

Should you require a hybrid approach which differs from this policy, please speak to your line manager. Your line manager's agreement will be required to depart from the aforementioned arrangement.

### Flexibility

The Company reserves the right to vary or terminate the hybrid working arrangement at any time, due to a change in business needs, performance concerns, or if there is a change to your role.

As a hybrid worker, it is essential that you remain completely flexible to meet the needs of the Company. You may be required to vary your particular days or times in the workplace on occasion, for business reasons, including any requirement for you to attend training or meetings. On such occasions, you will be given as much notice as possible.

You may be required to work from home/remotely, when you would otherwise be expected to attend the workplace, for operational needs, or for pandemic-related reasons, for example in circumstances of lockdown/government guidance that staff should work from home where possible. In these instances, you will be given as much notice as possible.

### Attending the workplace

You will be provided with your own permanent workstation, or practice hot desking (depends on the role). At the end of each day, you must ensure that you leave the hot desk clean and tidy and ensure that your equipment is either taken with you or secured away in your desk drawers/cupboard. The company takes no responsibility for any personal items left behind.

### Contact

Whilst you work from home/remotely, the Company will normally expect you to maintain regular contact with your line manager.

### Equipment whilst working from home/remotely

All equipment, including computer equipment, and materials necessary for you to work from home/remotely will be provided by the Company and maintained (and replaced when necessary) by the Company.

It is your duty to ensure that proper care is taken of the equipment and materials provided. You should also ensure that your broadband speed and mobile phone reception is of a standard which allows you to be able to perform your duties to an acceptable level.

On termination of your employment or contract for any reason, you must return all equipment and documents belonging to the Company.

Where approved in writing by the Company you may work on your own home computer or laptop as long as you comply with our Data Protection Policy.

## **Security whilst working from home/remotely**

You must not allow members of your family or third parties who are not employed or engaged by the Company to access or use any of our equipment.

You are responsible for keeping all documents and information associated with the Company's business secure at all times. Specifically, you are under a duty to:

- keep filing cabinets and drawers locked when they are not being used;
- ensure all confidential information is stored and disposed of in line with Company guidelines and not household waste disposal;
- delete or destroy any confidential information in any form in your possession when asked to do so by the Company or as soon when no longer used;
- not remove any sensitive information from the Company's premises without written management approval;
- leave Company equipment or information out of sight (e.g. laptops, mobile phones, documentation, etc);
- keep all documentation belonging to the Company under lock and key at all times except when in use; and
- set up and use unique passwords for the computer and any other digital devices.

The computer and any other equipment provided by the Company for you must be used only for work-related purposes and must not be used by any other member of your family or third party at any time or for any purpose.

## **Health and safety**

### **Home/remote location**

The Company is obliged under health and safety legislation to ensure the health and safety of all workers. The Company is therefore required to ensure that:

- all equipment and systems of work in your home/remote location are safe;
- all articles and substances are handled and stored safely;
- an assessment of your workstation is conducted;
- information and training on the safe use of equipment, including display screen equipment, is provided to you; and
- risk assessments are carried out in respect of the work you are carrying out.

### **Workplace/Office**

The following measures for the workplace have been implemented:

- complying with all current Government's guidance

As a hybrid worker, it is essential that you follow the safety measures implemented by the Company or the Government. Any failure to comply with such measures may lead to disciplinary action in accordance with the Company's disciplinary procedure.

## Working time

Whether you are working in the workplace or your home/remote location, you must ensure that you take adequate rest breaks as required by the Working Time Regulations 1998. For workers aged 18 and over this includes:

- taking a break during each working day of at least 20 minutes, during which you must stop work;
- ensuring 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
- having at least one complete day each week when no work is done.

## Insurance and legal considerations

You are responsible for checking that all home and contents insurance policies provide adequate cover for the fact that you work from home/remotely. You will remain covered by the Company's public and personal liability insurance policy for activities involved in the performance of your duties.

## Mortgage or rental agreements

As a hybrid worker you are solely responsible for checking applicable mortgage or rental agreements to ensure that you are permitted to work from home/remotely, and for obtaining any requisite permission to work from the home/remote location.

## Additional expenses

The company will not reimburse any additional expenses associated with working from home. You may be able to claim tax relief for any household expenses incurred as a result of working from home/remotely, provided the expenses are solely work related. If you wish to benefit from this tax relief, see the Government's guide on claiming tax relief for your job expenses at [www.gov.uk/tax-relief-for-employees/working-at-home](http://www.gov.uk/tax-relief-for-employees/working-at-home).

## Rules and procedures

As a hybrid worker you are still subject to the Company's policies and rules. In the event of sickness or absence for any other reason you must comply with the absence reporting procedure. In the event of any meetings such as disciplinary or grievance you will normally be required to attend the Company's premises.

All employees working from home must ensure that they adhere to all Interr's policies, procedures and guidance especially in relation to Information Security, Data Protection and Health and Safety and treat current home working as though they are in the office.

## Policy Review and Assessment

This policy may be amended by Interr at any time in order to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
January 2022