**Hybrid Working Policy – Template**

Please ensure to tailor this policy to the needs of your business using the Employer Supporting Document & Risk Assessment attached

This Hybrid Working Policy exists due to the changing working landscape created by the global pandemic and the Hybrid Working Draft Bill (January 2022) has been created by government to underpin the employee’s right to request remote working. A framework has been put in place to ensure to facilitate employees who wish to request remote working and to establish the framework as to what this will look like in <<COMPANY>>.

**SCOPE**

All employees

Given the range of roles within our business, there will be many factors affecting the suitability of hybrid working for both employees and our business. If an employee wishes to have a hybrid working arrangement in place, we will consider their request, but it is essential that this has at least a neutral impact on our business and does not establish any rigid working practices that cannot then adapt to changing business and/or individual needs. Each request will be treated individually and on a case-by-case basis, and no arrangement will set a precedent for another.

**DEFINITIONS**

The term remote work refers to the broad concept of an arrangement where work is fully or partly carried out at an alternative worksite other than the default place of work. This may be home, a hub environment or a change in geographical location. Hybrid working can be introduced so long as the arrangement also meets the needs of the business.

Hybrid working will only be possible if it can be demonstrated that the employee's absence from the workplace will not:

* be to the detriment of the quality of output/have an adverse effect on the level of output and/or quality of the service
* create problems for other employees, such as increased workload
* be to the detriment of our reputation.

**LINE MANAGER RESPONSIBILITIES**

* Providing the necessary Health and Safety information and arrangement of a risk assessment
* Ensuring that homeworkers are included in all communications and training initiatives
* Ensuring that homeworkers comply with all Company policies and procedures
* Annual review of the home working arrangements

**HR RESPONSIBILITIES**

* Ensure that the policy enables the business to operate successfully, and employees work effectively from home
* Ensure that employees work in safe environment through accessible information and risk assessments

**ELIGIBILITY**

In order for the home to be recognised as a work base, the following criteria must be met:

* The job is of a nature to enable this.
* Relevant equipment for the role is available to be used at home.
* Employees must satisfy the Company that they have suitable facilities at home to ensure security, an adequate internet connection to enable business connectivity, comply with any health and safety obligations and ensure that in working from home it does not encroach on the normal home environment.
* Employees must adhere to the Home Working Policy in full.

**OUT OF SCOPE**

* Employees during probationary period, or under notice (unless approved by exception).
* Employees who for training reasons are requested to attend on-site.
* Employees subject to disciplinary action (unless approved by exception).
* Employees whose role is not suitable to work from home.

There is no automatic right to work from home, as there may be circumstances where the Company may not be able to accommodate same. Home working may be withdrawn at any time from employees who abuse the arrangement. Such employees may also be subject to disciplinary action.

**EQUIPMENT & FACILITIES <<**Tailor as appropriate to your business**>>**

* The Line Manager will agree with the homeworker the equipment that is necessary for them to carry out their work effectively. Depending on the nature of the role, this would normally include <<insert detail>>. Equipment will be supplied, maintained and repaired by the Company.
* Use of the homeworker’s own equipment, software or furniture is permissible provided they meet the safety and technical requirements. However, the Company will not be responsible for the maintenance costs, replacement, or repair in the event of loss or damage to any personal equipment that is used.
* The homeworker is responsible for taking reasonable care of any equipment issued; IT and telecommunications equipment should not be used by third parties. Equipment should be used in accordance with any operating procedures and in compliance with any Health and Safety Legislation (e.g. VDU workstations, electrical testing). Any loss or theft of equipment should be reported to the Company immediately.
* The equipment supplied is for business use only and will remain the property of the Company and should be returned to the employees Line Manager upon termination of homeworking or employment.
* Occasional home workers may in some situations use laptops. This should be discussed in advance with the Health and Safety Manager.

**APPLICATION PROCEDURE**

In line with the Hybrid Working Draft Bill 2022 <<COMPANY>> has 12 weeks once request received to reply to the Employee’s request. It is the employee's responsibility to make a request for hybrid working, unless the role already requires this, and the manager's responsibility to assess the request against the needs and requirements of the team and our business.

<<OPTIONAL>> Employees are only entitled to make one application for hybrid working in any twelve-month period.

The steps to formally apply for Hybrid/Remote working are set out below.

**Step 1:**

The employee can formally request in writing to their Reporting Manager of their Formal Request to work either remotely or in a hybrid capacity. In order to assist with your Hybrid or Remote Working Request being facilitated it is recommended to apply no less than <<INSERT REASONABLE TIMEFRAME>> prior to when you would like the new arrangements to commence.

\*\*Encourage own policy to ask employees to give as much notice as possible – minimum 3 months’ notice to allow facilitation of request. Specific jobs may need longer to be able to facilitate proactively.\*\*

**Step 2:**

In line with Health & Safety guidelines and to ensure a safe working environment an Ergonomic Assessment will be conducted of the place or places of working. This may be a Home or Hub or new geographical environment.

A collaborative “Job Chat” with Management in order to ascertain expectations, equipment required on both sides of what this potential new working arrangement may look like. How best can this potential new working arrangement best be facilitated.

**Step 3:**

Once Step 1 and Step 2 have been completed the employee can make an informed decision to Formally Apply. <<COMPANY>> will endeavour to reply with a decision no more than 12 weeks after the initial request has been received.

<<COMPANY>> the employer, if refusing the request will set out the legitimate business reasons and objective grounds for refusal. The employee has the right to appeal decision no more than <<INSERT REASONABLE TIMEFRAME>>. Please appeal in writing, outlining your grounds for appeal to <<INSERT NAME/JOB TITLE>>.

The new working arrangement will be subject to a Trial Period of <<INSERT REASONABLE TIMEFRAME>>. A Review Meeting will be held once the Trial Period has been completed in order to ascertain the longevity of the arrangement and any revisions that may be required.

Where home working is agreed, we will ensure that we comply with our health and safety responsibilities.

The company reserves the right to on occasion need to revisit the set up for genuine business reasons. If that occurs, we will give <<INSERT REASONABLE TIMEFRAME>> notice of same in relation to the agreed Hybrid Working arrangements.

**COMMUNICATION**

The Company believes that regardless of where an employee works, it is the responsibility of both the Company and all our employees, including those working remotely, to ensure that the Company’s culture, employee social interaction and team cohesion is maintained.

When working remotely, employees must keep in regular contact with their managers to ensure that updates on the work being undertaken are discussed and agreed.

An employee with a hybrid working arrangement and who is unable to work on a day that they would normally work (for example due to sickness) is required to follow our absence notification procedure.

# TRAVEL

Employees who have a hybrid working arrangement must be able to travel where requested, if this

is a requirement of the job, and to attend our offices for meetings or training as required.

**RIGHT TO DISCONNECT**

It is the manager’s responsibility to agree and monitor the working hours and patterns of any remote based employees. Employees working remotely are in a position of trust and are expected to work their full contractual hours; therefore, undertaking non-work-related activities during their working hours is not allowed.

<<COMPANY>> is committed to ensuring that all of our employee’s wellbeing and safety are a priority and does not expect anyone to routinely work outside their normal working hours.

The nature of our business means that we offer flexibility to our employees and expect the same in return. Legitimate reasons will arise when it is necessary for the Company or an employee to contact somebody outside of their normal working hours. Some examples of this are:

* to respond to a customer query
* as a result of differing work patterns
* to check availability for work
* to request for somebody to fill in at short notice
* in an emergency situation
* in unforeseeable circumstances
* other business or operational reasons
* if working across differing time zones

The company’s Right to Disconnect policy linked or attached.

Please note we are awaiting the finalised Hybrid Working Policy Bill in late 2022 therefore this policy is subject to change on this basis (June 2022).

**POLICY OWNER:** <<INSERT NAME>>

**POLICY REVIEW DATE:<<**INSERT DATE>>