**Hybrid and Remote Working Policy Draft**

**Employer Supporting Document**

**What should an Employer’s Remote Working Policy include?**

**\*\*Section 3 of the Code of Practice\*\***

✓1. Purpose of policy

✓2. Role Eligibility

✓3. Employee Eligibility

✓4. Health and Safety

✓5. Working Arrangements

✓6. Flexibility

✓7. Anchor/ On site-days

✓8. Other Policies

✓9. Working Hours

✓10. Working Environment

✓11. Costs and Expenses

✓12. Tax

✓13. Jurisdiction

✓14. Review period

**Tailor your company’s Hybrid Working Policy to your business needs using the below considerations:**

* Are there any roles within the company which may not be suitable for remote working?
* Will employees need to follow a hybrid working schedule
* Are there certain tasks which you, as an employer, would prefer to be taken care of in the office rather than at home (or vice versa)
* While working remotely, is the employee allowed to work anywhere or are there limitations. Examples of this may be that the employee must stay in the country or cannot work in public settings due to cybersecurity concerns
* What hours should an employee be working. Are there set working hours, when should they take breaks and what is the maximum number of hours they should be working each day
* **Induction Considerations:**
  + How to manage new starters perhaps in the office in the initial days/weeks for company culture reasons
  + Ensure no ambiguity in relation to who will cover cost from home to office .
* **Device Considerations**
  + Perhaps there is a business need to ensure that devices are turned off e.g. Alexa – no risk of data being uploaded to the cloud - data, security and confidentiality issues
  + Device considers 2 password access
* **Culture Cascades Considerations:** 
  + Ensure regular communication via various meaningful methods.
  + Be aware of individual productivity and learning styles
* Consider all employee circumstances especially if they are pregnant, breastfeeding, night workers, shift workers. Do additional considerations need to be in place? It would be advisable to conduct a Risk Assessment to ascertain any necessary reasonable accommodations.
* What’s reasonable in relation to integration with the team – e.g. additional communication, 1tot1s, performance reviews in person, upskilling management.
* Hubs can be booked online <https://connectedhubs.ie/>

**Objective business reasons for refusal to grant request;**

Advisable to ensure that this is a collaborative process.

The Employer can refuse the request on objective business grounds.

**Examples:**

* Nature of work doesn’t allow for it to be done remotely i.e. customer facing role
* Can’t reorganize work with existing staff i.e. customer facing role
* Potential negative impact on the quality of the business, service or product
* Any negative impact on the performance of the employee or other employees
* Additional significant burden of costs on the employer
* Confidentiality/Intellectual property risk
* Concerns for the suitability of the workspace of the individual – Health & Safety – can reasonable remedies be made?
* Concern regarding internet connectivity
* Concerns regarding data protection
* Concerns regarding the commute between remote location
* Planned structural changes
* Provision of a collective agreement
* Subject of a recent concluding Disciplinary

All employees should be treated fairly and consistently however each case will give its own facts. For instance, one employee may do the same job however their ergonomic set up may be not inline with Health & Safety guidelines. The main thing is that the reasoning behind a grant or refusal is consistent.

Availing of remote working should not result in less favorable treatment in the workplace.

**Right to Disconnect**

If your company does not currently have a Right to Disconnect Policy in place it would be advisable to do so. It would be considered good timing in conjunction with the Hybrid Working Policy Please contact the ISME HR Advice team on [HR@isme.ie](mailto:HR@isme.ie) who can assist further with a template copy.