**HYBRID WORKING POLICY**

**Introduction**

This policy sets out our organisation's approach to hybrid working, which allows you to split your time between attending the [workplace/office] and working remotely. Hybrid working is an important element of both our:

* strategy for adapting to, and thriving in, the new working environment following the coronavirus pandemic; and
* commitment to supporting a positive work-life balance for our employees.

**Who is covered by hybrid working**

Hybrid working is available [for the following roles/within the following teams]:

* [Set out any roles or teams for which hybrid working is suitable.]

Hybrid working is not currently suitable [for the following roles/within the following teams]:

* [Set out any roles or teams for which hybrid working is not suitable, with a brief explanation as to why the roles are unsuitable for this way of working.]

**Safe-working measures**

Your safety is our priority and we have put in place the following safeguards in our [workplace/office]:

[Highlight what precautions your organisation is taking for employees who are attending work, based on the Government's guidance on a range of different types of work, Working safely during coronavirus (COVID-19).]

More details of the measures we have put in place are set out in our policy on safe working during the COVID-19 pandemic.

We encourage our workforce to let us know if they have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make. You can do this by raising concerns or making suggestions to [name of individual/your line manager/the HR department].

You have a role to play in ensuring our staff can work in a safe environment and you must follow our safe-working instructions. A failure to do so may be a disciplinary offence and dealt with in accordance with our disciplinary procedure.

**Split between attending work and working remotely**

We expect most employees to spend [40]% to [60]% of their working time at the [workplace/office]. Your contract of employment sets out the days on which you are expected to attend the [workplace/office] and the days on which you are expected to work remotely.

The number of days per week each employee spends attending the [workplace/office] compared with working remotely will vary, depending on:

* their individual circumstances;
* the nature of their role;
* what is happening within their role and team at any particular time; and
* the needs of our organisation, including the space we have available at our work locations.

Our organisation recognises the benefits of being flexible and that this schedule could be difficult for some employees to follow. For example, you could:

* live a significant distance from the [workplace/office] and it would be more efficient for you to spend more time working remotely; or
* have challenges with your working environment at home that mean that remote working is difficult for you and you would like to attend the [workplace/office] more often than this.

Please speak to [your line manager/the HR department] if you think that you would benefit from a variation of the expectation that you spend [40]% to [60]% of your working time at the [workplace/office]. Your [line manager/head of department]'s agreement is required to depart from this norm. [Depending on the nature of the additional flexibility that you are seeking, we may ask you to make a formal flexible working request – see below.]

**Our workforce's need to be flexible**

Given the degree of flexibility that our hybrid working arrangements provide, we need our workforce to be flexible too.

You may be required to attend work on particular days at the request of your [line manager/head of department], for example for in-person training and for meetings that your [line manager/head of department] has determined are best held in person rather than virtually.

Similarly, there may be circumstances in which we ask you to work remotely, or to work from such other place as we may reasonably require, when you would otherwise expect to attend the [workplace/office], for instance:

* for operational needs, for example if we have too many employees attending the [workplace/office] on specific days; or
* for coronavirus-related reasons, for example in the event of a lockdown/government guidance that employees should work from home again if they can.

In such cases, you will be given as much notice as possible.

**Arrangements while attending the [workplace/office]**

**Working hours**

For days on which you are attending the [workplace/office], your normal hours of work are set out in your contract of employment.

**Workspaces**

Our employees are provided with their own permanent workstation, which includes [lockable desk drawers/a lockable cupboard]. At the end of each day on which you are attending work, please ensure that your laptop is either taken with you or secured away in your [desk drawers/cupboard].

[OR

We operate a hotdesking policy, whereby we provide a bank of workstations at the [workplace/office]. Our hot desks are allocated [on a "first-come, first served" basis/via a booking system involving [set our details of booking system] ].

At the end of each day on which you are attending work, please ensure that you leave the hot desk clean and tidy. Your laptop [and other equipment] and any personal items should not be left on hot desks overnight.

You will have access to a [lockable cupboard/locker]. At the end of each day on which you are attending work, please ensure that your laptop [and other equipment] are either taken with you or secured away.]

Work areas are cleaned [every morning/every evening].

**Arrangements while working remotely**

**Working hours**

While working remotely, you must be available and working on your work/your tasks, just as you would be if you were in the office/workplace during your normal hours of work, as set out in your contract of employment.

We ask you to be mindful that you are not overworking - "downtime" from work is essential. To help maintain your wellbeing, please make sure that you take adequate rest breaks:

* Take at least [30 minutes/one hour] off for lunch each day.
* Even if you are busy, it is essential that you find the time to take a break from your screen or get outside and get some fresh air for at least 20 minutes during each working day that lasts more than six hours.
* Ensure the time period between stopping work one day and beginning the next is not less than 11 hours.

Please be as clear as possible with your line manager about your hours of work for days on which you are working remotely. Making use of tools such as shared calendars and out-of-office messaging can help colleagues to be aware of your availability on these days.

**Sickness**

When working remotely, you should not work if you are unwell. If you are sick and unable to work, then please contact your manager to make them aware. Our Sickness absence policy will apply for any periods of absence.

**Technology and equipment**

To help you to work remotely, you are provided with [list the appropriate items, and expand on them as necessary]:

* [a laptop computer;
* a mobile phone;
* a printer to use at home; and
* a desk chair to use at home.]
* A laptop stand

You must take care of any equipment we provide you with, and notify [your line manager/the IT department] of any faults with the equipment. If you need any equipment, you should notify your line manager.

**Financial assistance**

We provide you with [a weekly/a monthly/an annual] allowance to help you to pay for [list the appropriate items, and expand on them as necessary]:

* [internet costs in your home;
* telephone costs in your home;
* the costs of any additional equipment you require for effective remote working, including [set out details]; and
* the costs of travelling for days on which you are attending the [workplace/office].]

To claim your remote working allowances, you should [complete the form that is available on our intranet/contact [name of individual/the HR department] ].

[OR

We will pay you an extra [£6 per week] towards any additional costs you incur as a result of working from home, provided the expenses incurred are solely work related.

OR

Employees may be able to claim tax relief for any household expenses incurred as a result of working from home, 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](https://www.gov.uk/tax-relief-for-employees/working-at-home).]

**Health and safety**

You should liaise with your line manager to ensure that your remote working set-up is appropriate and that you are working in a safe manner. You may be asked to complete a DSE Self- Assessment for your office at home. However, you must also take responsibility for your own health and safety and that of anyone else who is affected by your work (for example others in your household when you are working from home).

You must notify your line manager if:

* you feel any discomfort due to working remotely (such as back pain); or
* you believe that there are any work-related health and safety hazards;
* any work-related accidents occur in your home.

Your line manager will escalate the matter to [name of individual/occupational health/the HR department] to look into what action can be taken.

**Data protection**

Employees who are working remotely are responsible for keeping information associated with our organisation secure at all times. Specifically, remote workers are under a duty to:

* practise good computer security, including using a unique password for your work laptop [and any other devices you use for work];
* keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
* ensure that work-related information is safeguarded when working in public spaces, for example by:
* positioning your laptop so that others cannot see the screen;
* not leaving your laptop unattended; and
* not having confidential/business-sensitive conversations in public spaces.

In addition, the laptop [and other equipment] provided by us must be used for work-related purposes only and must not be used by any other member of your household or third party at any time or for any purpose.

**Requesting flexible working**

This policy focuses on how our organisation operates hybrid working, but there are many other forms of flexible working. If you have 26 weeks' service with us, you retain the right to make a formal request for flexible working, whether or not hybrid working is available [for your role/in your team].

Examples of other types of flexible working that can be requested are:

* reducing the number of hours that you are working;
* changing your start and finish times;
* compressing your working hours into fewer days (for example moving to a nine-day fortnight); and
* working flexitime.

If you would like to request another form of flexible working, or if we do not currently offer you hybrid working but you would like to request it, you can make a formal request under our Flexible Working Policy.