



# Flexible Working Policy

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October 2018

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# Flexible Working Policy

October 2018

## 1. Purpose

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This policy sets out Reaching People's approach to flexible working and all aspects of policy in relation to the operation of various forms of flexible working in relation to location.

## 2. Scope

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This policy applies to all employees of Reaching People.

## 3. Definition

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Flexible working is defined as carrying out work, that would previously have been carried out at a permanent office base, at an alternative location which may be the employee's home, the premises of a partner organisation, or any other suitable workspace.

Flexible working arrangements may be ad-hoc, part-time or full time, permanent or temporary.

## 4. Scope

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Reaching People supports ways of working which increase productivity, reduce costs, enhance employees' work-life balance, benefit our community and reduce environmental impact.

Flexible working may be implemented as a result of an individual employee's request or may be management led.

## 5. Management Led Flexible Working

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Flexible working may be implemented on a trial basis in which case an evaluation will take place at the end of the trial period.

## 6. Working Arrangements

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Where flexible working is implemented there is discretion to agree a variation of the employee's working times but these will still be required to meet the needs of the service.

Time recording will be as for other employees.

Flexible workers may be required to attend a nominated place of work during their working hours to attend meetings (to include meetings with clients, team meetings, PDRs, disciplinary issues and supervision meetings), undergo training, collect/return work and, exceptionally, to provide cover in the absence of colleagues.



Annual and other leave should be requested in the same way as for other employees.

Sickness reporting and certification arrangements apply as for other employees.

## 7. Management of Flexible Workers

Managers will manage the performance and conduct of flexible workers as for other employees.

## 8. Travel Expenses

For the purpose of claiming travel expenses a flexible worker's notional base will be the team's normal place of work (where applicable). Travel between home and the notional base will be classed as private mileage and expenses may not be claimed.

Where a flexible working arrangement ceases at the employee's request, he/she will return to the team's normal place of work (where applicable). Where the team does not have a normal place of work the manager will identify an appropriate workplace for the employee. No travelling expenses will be paid between home and this workplace.

## 9. Provision of Equipment and Materials

For occasional use, or for tasks of a non-sensitive nature that can be fulfilled using the internet, employees may use their own IT equipment and any internet connection. However, Reaching People will not be responsible for maintenance, repair or replacement in the event of damage to or loss of an employee's personal equipment.

If staff require remote access to secure Reaching Peoples systems then this must be agreed with the CEO.

Only IT equipment supplied by Reaching People will be supported by the ICT contractors and the team cannot support personal wireless networks. Issues regarding connecting equipment to personal wireless networks must be raised with the network provider or resolved using the manual provided with the router. Reasonable alternative working arrangements must be made if problems with the employee's personal equipment or internet connection prevent him/her from working.

The employee should report any loss of, damage to Reaching People as soon as possible through the normal process.

Any loss of or damage to equipment caused by negligence or improper use may result in disciplinary action being taken.

The availability or cost of equipment needed for flexible working is a legitimate reason for turning down a request for flexible working, other than where this constitutes a reasonable adjustment under the equality legislation.

## 10. Security and Confidentiality

The normal requirements for confidentiality, information security and physical security of information, equipment and materials apply to flexible working.



Data must be encrypted and/or password protected and computers must include a anti-virus software.

The employee must ensure that there is no unauthorised access to papers and electronic information, for example by family members in the case of home working

Loss, or suspected compromise, of company data or equipment must be reported as soon as practicable.

Any loss or compromise of data/information caused by negligence may result in disciplinary action being taken.

## 11. Health and Safety

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The provisions of the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 apply to flexible workers. The following Health and Safety Management Standards are also relevant:

- Display Screen Equipment
- Lone Working
- Home working
- Portable Electrical Equipment

The worker is responsible for ensuring that their own risk assessments appropriate to their flexible working arrangement are carried out, that identified control measures are put in place and that relevant Health and Safety Information is applied.

A full home working risk assessment is not required for ad hoc home working but the employee should be given the opportunity to discuss any health and safety aspects of their working arrangements with their manager and should carry out a display screen equipment self-assessment.

The employee must take reasonable care of their own health and safety and is responsible for reporting concerns and complying with control measures.



## 12. Issues Specific to Homeworking

### Costs Arising

The employee will be responsible for any existing and ongoing rental of equipment belonging to them such as telephone line and/or broadband for internet access.

The employee will be responsible for any additional costs incurred for other utilities at their home except where the home working arrangement is a reasonable adjustment under equality legislation.

The employee will be responsible for any additional home insurance costs except where the home working arrangement is a reasonable adjustment under equality legislation or is management led.

### Other Employee Obligations

Employees working at home must inform anyone with an interest in their property of the fact, eg bank/building society, landlord, to ensure that no terms and conditions, leases or covenants exist which would prevent home working. They must also notify their home and contents insurance companies prior to starting home working.

Employees must not hold meetings in their home and must not use their home address, telephone number or email address for business purposes except by arrangement with their manager.

Employees working at home are expected to ensure that this does not impact adversely on their work-life balance.

### Access to Property

Urgent access may be required for security and audit purposes.

Non-urgent access, for which at least 24 hours notice will normally be given, may be required for:

- assessing and monitoring security arrangements for equipment and documents
- routine health and safety assessments and other health and safety reasons.
- supervision or development, where office-based supervision would not be suitable, subject to appropriate consultation between the parties.

Document Control	
Approved by:	
Signature:	
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Summary of changes	Document is current and in line with Data Protection Law. No changes to this policy