



SCCU
group

HYBRID WORKING POLICY

SCCU LIMITED

VERSION

1.0

Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0	Alex Smith	February 2024	February 2025	New Policy

Introduction

We value the well-being and satisfaction of our employees. We understand that maintaining a healthy work-life balance is crucial for productivity, job satisfaction, and overall happiness. As part of our commitment to fostering a positive work environment, we offer hybrid working arrangements to eligible staff members. This policy outlines the guidelines and procedures for implementing hybrid working arrangements within our organisation.

Eligibility hybrid working arrangements are available to all employees who have successfully completed their probationary period and have demonstrated a consistent level of performance and reliability unless legislation allows them to make a request earlier than this. Eligibility for hybrid working will be determined on a case-by-case basis, taking into consideration both the operational requirements of the department and the individual circumstances of the employee.

Employees are encouraged to discuss their needs with their line manager or HR representative to explore available options.

Hybrid Working Arrangements Employees selected for hybrid working will be required to work three days in the office and two days with hybrid arrangements.

The office rota, outlining specific office days, will be issued by the department head and may be subject to change on a weekly basis to accommodate business needs.

While we strive to maintain consistency, SCCU reserves the right to modify hybrid working terms at any time, with due consideration to the impact on employees and the organisation as a whole.

Requesting Changes Employees on hybrid working arrangements may request adjustments to their schedule by submitting a hybrid Working Document to their line manager.

Requests for additional office days, changes to hybrid days, or transitioning to full-time office-based work will be carefully considered based on operational feasibility, team dynamics, and business requirements.

Employees are encouraged to provide justification for their requested changes to facilitate the decision-making process.

Performance Monitoring All employees, regardless of their working arrangement, will be subject to performance monitoring based on Key Performance Indicators (KPIs) relevant to their role. Line managers will conduct regular reviews to assess performance against established targets and expectations. Feedback will be provided to employees to support their professional development and ensure alignment with organisational goals.

Performance discussions will also provide an opportunity to address any challenges or concerns related to hybrid working arrangements and explore potential solutions collaboratively.

Performance Intervention In cases where an employee's performance falls below the required standards, the line manager will initiate performance improvement measures. This may involve additional support, training, or coaching to help the employee address areas of concern. Depending on the nature and severity of performance issues, the employee may be required to work on-site until performance returns to the desired level. This decision will be made in consultation with HR and will be communicated to the employee in a clear and constructive manner, with a focus on facilitating improvement and ensuring fairness.

Confidentiality and Compliance All requests for hybrid working arrangements and related discussions will be treated with the utmost confidentiality. SCCU Group is committed to complying with relevant employment laws and regulations governing hybrid working practices. Any personal information disclosed during the hybrid working request process will be handled in accordance with our privacy policy and data protection regulations.

Review and Modification This hybrid Working Policy will be reviewed periodically to ensure its effectiveness and relevance to the needs of the organisation and its employees.

Feedback from employees will be solicited to identify areas for improvement and address any emerging challenges or concerns. Any modifications to the policy will be communicated to staff members in a timely manner, along with the rationale behind the changes and any additional support or resources available to facilitate a smooth transition.

By implementing this hybrid Working Policy, SCCU Group aims to create a supportive and inclusive work environment where employees can thrive both personally and professionally while contributing to the success and growth of the organisation.

Signed

Signed

Employee

Employer

Date

Date