



HOMWORKING POLICY

SCCU LIMITED
VERSION 1.0

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Version Control

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Introduction

1. This policy aims to set out the ways in which hybrid working will be managed at SCCU. Our continued aim is to increase the rate of retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress. In doing so, this will improve SCCU's efficiency, productivity and competitiveness over the long term.
2. SCCU recognises the importance of helping its employees balance their work and home lives by offering flexible working arrangements that enable them to balance their work commitments with other priorities. One such flexible working arrangement is hybrid working.

What is hybrid working?

3. SCCU defines hybrid working as a working arrangement where staff conduct their duties both in the workplace and remotely, such as from home. While working remotely, employees maintain the same contractual obligations, such as core working hours.
4. SCCU recognises that homeworking can be beneficial for individuals and, to this end, will seek to accommodate it to an agreed level. However, it also recognises the huge benefits from a degree of on-site collaborative working that are difficult to replicate from home, such as direct interaction between colleagues and management.
5. Hybrid working is designed to offer the flexibility of homeworking while also maintaining the benefits associated with on-site working.
6. There are two main categories of hybrid working:
 - Occasional/ad hoc hybrid working: this arises in relation to specific pieces of work or for specific periods. It does not follow a regular pattern and is subject to the prior approval of a line manager. It may be granted as part of a phased return to work after maternity or sickness absence, or be a temporary arrangement due to family commitments or domestic circumstances.
 - Regular hybrid working: this is an agreement between SCCU and the employee for a permanent combination of homeworking and attendance at a Company workplace, on a regular and ongoing basis.
7. Whatever the circumstances leading to a situation where Company employees are moved into, or recruited under, a hybrid working arrangement, this policy applies and all employees must comply with the requirements set out below.

Eligibility

8. SCCU maintains discretion to offer homeworking to staff, either during their employment or before commencement of a new role. Overall, employees will be eligible to be permitted a form of hybrid working in the following circumstances:
 - Where the employee has successfully completed the probationary period, or a period of training attached to their job role.
 - Where the employee's role does not involve supervisory duties that require undertaking in person alongside the team members involved.
 - Where their home environment is suitable.
 - Where the employee can perform their job role remotely.
 - No aspect of the employee's recent appraisal was marked as unsatisfactory.
 - The employee's disciplinary record is clean.
9. SCCU will carefully assess the needs and requirements of a role before determining how the hybrid working relationship will work. It will only be permitted where the employee's line manager is satisfied that the needs of the business can continue to be met while the employee works from home.
10. Hybrid working must be cost-effective and ensure that there is no significant increase in workload on colleagues. The work done by the employee must be capable of being done from home.
11. We will liaise with the HR Department in relation to applications for homeworking, to confirm the arrangements and we may arrange to meet with you to discuss the practical aspects of this before we reach a decision.

Making permanent hybrid working applications

12. Employees who wish to apply for permanent hybrid working should submit an application in line with the Flexible Working Policy.

Homeworking Agreement

13. The Homeworking Agreement drawn up during the application process, and bespoke to the employee's circumstances, sets out the terms of the arrangement for the employee to work from home. It will reflect the following points, subject to any modification agreed during the trial, as well as the practical considerations to enable the homeworking to

operate smoothly:

- SCCU reserves the right to terminate the homeworking arrangement at any time for any reason on reasonable notice;
- employees are required to be available during the core hours specified in their Homeworking Agreement;
- if any issue arises that causes an employee to no longer meet the eligibility criteria at the outset of this policy, SCCU will review the homeworking arrangement and may terminate it on reasonable notice;
- the homeworking arrangements will be subject to regular review;
- employees working from home will be expected to attend meetings and other office-based events as and when required by their line manager;
- employees working from home are required to comply with Company policies, including holiday, performance targets, sickness, absence, etc.

Equipment

14. SCCU supplies homeworkers with the necessary equipment relevant to their job role. The equipment remains SCCU's property and the employee must return any equipment to Head Office upon demand. Where homeworking is requested by the employee, the costs of installing and/or removing equipment should be met by the employee. SCCU may need to attend the employee's home to update, maintain or repair/replace the equipment and will give the employee reasonable notice of the need for this.
15. Employees should take reasonable care of SCCU equipment and only use it for Company business. IT and telephony equipment may only be used in accordance with SCCU's IT, telephony, data protection and monitoring policies.
16. Personal equipment that an employee uses for work purposes remains their responsibility and SCCU is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager.

IT Equipment

17. You will be provided with IT equipment to enable you to carry out your role when working from home.

18. When using our equipment away from Head Office, you must ensure that when leaving the equipment unattended it is always kept password lock and unable to be accessed by anyone else.
19. Additionally, you are not permitted to allow any other individual to use the IT tools, or access or use our software, under any circumstances.
20. Such unauthorised access may breach data protection regulations and therefore will be treated seriously and may lead to disciplinary action.
21. You are expected to take all reasonable precautions to keep our equipment safe. If you have lockable storage, the IT tools should be placed in such storage when not being used or when you are away from the equipment. Where lockable storage is not available, IT tools should be kept out of sight and not visible nor accessible from windows or other access areas.
22. IT equipment is protected by the business's insurance policy, however all due care should be exercised at all times. If Indoor Sports Services Ltd deems that damage has occurred through negligence, the company may deem that you are liable for the for the cost of repairs or replacements.

Data Protection

23. Employees must keep Company data and Company materials safe and secure at all times, ensuring reasonable precautions are being taken to maintain confidentiality in accordance with the Data Protection policy.
24. You should ensure that you take all reasonable steps to protect the personal data of our clients, suppliers, and your colleagues while working at home. Any hard copy documents must always be kept safe in folders and drawers and not left on workstations at home where they may be seen by family members and visitors.
25. This applies to any personal notes you may take during the working day along with official documents.

Communications

26. Employees should maintain regular contact with their line manager so that SCCU can work towards early resolution of any problems. This applies to problems with Company equipment and also in relation to the ongoing suitability of the homeworking arrangement; pressures and stress occur equally to homeworkers as they do to those working at SCCU's offices and SCCU encourages the early reporting of these issues so that practical steps can be considered and implemented to the mutual agreement of both the

homeworker and the line manager.

Utilities

27. The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by SCCU. These costs will remain the employee's responsibility.

Privacy

28. Employees should refrain from revealing to customers/clients that they work from home. Employees must not provide their personal address or personal contact details customers/clients or third parties associated with SCCU. Meetings between customers/clients and employees at home are prohibited. All communications should be routed through SCCU workplaces.

Expenses

29. SCCU may reimburse employees for their reasonable costs, including costs for travelling to Head Office, subject to agreement from their line manager and the receipt of an expenses form. The circumstances in which this is applicable will be set out in the Homeworking Agreement.

Health and safety for homeworkers

30. SCCU's health and safety policy applies to homeworkers. Employees should refer to the separate health and safety policy for more details.
31. Homeworkers are required to comply with a number of health and safety considerations in respect of the space utilised as their workplace in their home environment. Homeworkers are required to attend the office to undergo health and safety training.

Risk assessment

32. A risk assessment will be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements. SCCU may need to check such workplaces

from time to time as the homeworking arrangement proceeds. SCCU may require self-assessment of some aspects of the workplace and training may be provided as necessary. Any steps necessary from these various risk assessments will be undertaken to ensure the homeworker has a safe workplace.

33. A specific risk assessment will be done on employees who inform SCCU that they are pregnant. In order for this to take place, homeworking employees who become pregnant should notify their line manager of their pregnancy immediately. More details about what to do are available in SCCU's policy on Maternity.

Moving home

34. If employees move home, the hybrid working arrangement will be reassessed. If SCCU considers that the house move would make, or has made, homeworking unsuitable, this may result in the homeworking period coming to an end.

Electrical equipment

35. Homeworkers are required to use all equipment supplied by SCCU safely and in accordance with best practice and manufacturer's guidelines. SCCU will check all Company electrical equipment for safety. Homeworkers will be responsible for any other electrical equipment used by them in their work activities and will continue to be responsible for the safety of electrical sockets and wiring in their home.

Working hours

36. Employees are responsible for ensuring they complete their working hours as defined in their contracts of employment whilst working from home. The hours of work in the employee's contract of employment will remain in place unless varied via a formal flexible working request.

Working time

37. Employees are responsible for ensuring they take their rest breaks as defined in their contracts of employment.

First aid

38. It is not SCCU's responsibility to provide first aid equipment for homeworkers and you must be certain that you have suitable first aid provision at home.
39. Employees are covered under SCCU's accident insurance policy in their home.
40. Accidents must be reported immediately to the nominated person set out in SCCU's Health and Safety Policy. Employees are referred to this policy which contains details on the health and safety obligations including RIDDOR, and COSHH.

Positioning of equipment

41. Guidance on the ergonomic positioning of IT equipment will be provided during the implementation of the homeworking arrangement. SCCU will provide checklists for this for the benefit of employees.

Employee conduct

42. If hybrid working becomes unsuitable due to employee's conduct or performance, the homeworking arrangement may be terminated immediately. Further disciplinary action may also be taken in line with Company policy.