



Working from Anywhere

This is our recently adopted approach to flexible/remote working. It is our commitment to provide flexibility for you in your daily working life and increase productivity for the business.

The fundamentals are the employee gets the flexibility to **work anywhere** and the company gets greater productivity.

We need to be vigilant in making sure we plan the extra productivity, measure it, and record it.

These are the 9 overarching protocols which are supported strongly advised suggestions to give you the best possible structure to achieve productivity.

To qualify; the working circumstances need to be right and these minimum conditions satisfied:

1. Strong, consistent, and secure internet connection. Strong enough to access servers and run Zoom (or a comparable video/web conferencing system). The video/web conferencing system must be tested confirmed and approved before any travel.
2. You should have access to a suitable chair and desk to allow you to work comfortably during your working hours.
3. You must have access to refreshments and a restroom.
4. Ensure that adequate breaks are taken, recommendation is 1 x morning, 1 x lunchtime and 1 x afternoon break which should be used for refreshments and time-out, not travel.
5. Noise level should be low to moderate, allowing you to concentrate.
6. Good digital and physical security level. You should be working in an area where others cannot view your laptop screen, if you take a break no one should be able to access your laptop.
7. You should be working in an area a maximum of four-hours' time difference from the UK
8. All travel must be outside normal working hours, unless travelling on company business.
9. You must agree specifically the work you are going to do and provide a project/action plan in writing to be signed off by your manager.

Guidance notes and further suggestions:

Focus on the greater productivity, more rigour, disciplined process, elimination of procrastination, show use of initiative and constant communication with your manager and colleagues.

This is not an employment right. If your productivity is not high, it's not worth the risk to the company. Ensure you plan, measure, and record your work.

As one month's notice is required the work you have planned may change. It is up to you to keep your manager informed and define the tasks, processes, inputs, outputs, and outcomes one week before departure.

Once a **working from anywhere** event has been agreed and signed off it must be adhered to. You will be unable to amend the agreed **working from anywhere** event to holiday. Failure to comply with this policy, for whatever reason may cause the opportunity to be permanently withdrawn.

Working from anywhere is not designed to use within your normal working pattern, e.g. if your normal working pattern is to work from home 3 days a week **working from anywhere** does not apply. **Working from anywhere** is designed to cover periods where you may be away from home but able to work your normal working hours. **Working from anywhere** agreements will be recorded and patterns of productivity analysed monthly.

Suggestions for alterations to this policy should be submitted to the Operations Manager. The policy/you will be open for review/reviewed in a minimum of six months' time.

The benefits of **working from anywhere** have far-reaching effects:

You can modify your work environment to suit you to increase productivity. *"I am able to work outside in the fresh air, helps me keep a clear head"*

A more relaxed style reduces employee burnout, giving improved work/life balance. *"I don't have to travel to meetings, any meetings are conducted over video/web conferencing system so cuts out the stress associated with travel, this helps improve my work/life balance"*.

It enables you to spend your free time with family/friends that do not live locally to you. *"Visited my cousin in Spain which I rarely get the opportunity to do"*.

Gives you the freedom to travel to your holiday destination days in advance of your holiday, allowing you to book a cheaper flight. *"Booked a flight departing on the Monday which was significantly cheaper than the flight on the Saturday"*.

You can wear whatever you are comfortable in. *"Went for a 5-mile run and stayed in my running gear all day"*.

Encourages you to gain personal control over schedule and work environment. *"I started work very early to avoid the heat of the midday sun"*.

Allows you to fit commitments and activities around work and make better use of free time. *"I started work at 8am, allowing me to finish at 4pm and go for a swim"*.

Gives you a productive work environment encouraging you to achieve more and unlock creativity. *"I managed to get a major piece of work completed on time as I had a day that was uninterrupted"*.

This policy suits disciplined self-motivated employees, if this is you **working from anywhere** is ideal.