



Hybrid Working Policy v.1.4

This policy is intended to provide guidelines on hybrid working. This may involve working remotely from your office, whether from home or some other place: when it is appropriate to do so and when it's not; and what the company's expectations and requirements of you are. It should be read alongside our Working Hours Policy which sets out other aspects of flexible and agile working that we operate.

Introduction

We operated a partial remote working model for a number of years prior to 2020. However, it was the sudden impact of the COVID-19 pandemic that forced a step change in our ability to work in a hybrid way. Since the initial lockdown in March 2020, virtually all our business operations can be done remotely, reliably and securely.

Our systems, technology and equipment continue to develop as our working practises evolve. The principle of hybrid working is that it is mutually beneficial for both employees and the company and it is expected to be a permanent, and much more frequently used, feature of our future working lives.

The Principles

We operate a flexible, blended combination of working remotely (typically from home, but it could be somewhere else) and in offices. This arrangement is for those that wish to and are able to use it.

There is no compulsion to work remotely. Every employee will have access to a workplace and bookable facilities (desk, meeting rooms, collaborative spaces) in their assigned office and can do all their work from there if they wish.

The intention is for employees to feel they can use the system to assist their work-life balance and complete certain tasks more effectively. It is expressly not intended to provide the means to work longer or excessive hours.

We endeavour to enable more choice about where and when you work, and for the blended system to work effectively, parameters must be set.

Hybrid working should not create additional burden on other employees, or negatively impact the company's operational efficiency and effectiveness.

The nature of our work means that is important that we interact with our teams on a regular basis: remote working should not be used a complete replacement for office-based working. It is our intention that individuals will be able to benefit from the value of remote working for some tasks, and the value of being together in a physical space for others. Interactions with our teams and colleagues should be meaningful: example might include certain meetings and reviews, socialisation, and mentoring.

The priorities of the company take ultimate precedence, followed by the requirements of the office and project teams. Your individual preferences for where you work must align with these business needs.

This is because we need to make sure that we maintain the quality of our service, share ideas effectively and enable people to develop skills and experience. Importantly, we also need to be aware of your wellbeing, which is best done through regularly seeing you in person.

If your role means you spend a significant proportion of your working time away from the office – in meetings, site inspections or surveys for example – then you may need to spend a greater part of your remaining working hours in your office. This could be especially necessary if you are a project or team leader. We will expect team and project needs to take precedence in these sorts of circumstances.

There may be occasions when we are not able to offer you remote working: for example: should circumstances change; if there are issues related to performance; project resourcing requirements; or a site-based or co-located role. In these instances, you may be required to work in an allocated office or specific location.

(continued)

Pierre Wassenaar (Chair)
3rd January 2023

Darren Wilkins (Managing Director)
3rd January 2023



What activities are conducive to office or remote working?

Here is some broad guidance on the sorts of activities that typically are best done in a office environment and those that can be effectively done remotely. The list is not intended to be definitive or exhaustive:

Together

- Designing and problem solving
- Briefing
- Deciding strategy
- Informal learning and mentoring
- Presenting ideas
- Reviewing people's progress
- Reviewing projects
- Socialising and bonding

Separately

- Recording
- Planning and analysing
- Reporting progress
- Researching and learning
- Reviewing projects
- Concentrating on detail
- Bid writing
- Information production

Other instances when working remotely could be acceptable

In alignment with our support of agile and flexible working practise, working remotely could be appropriate in a variety of situations.

For example:

Completing your working day from home before or after a meeting that's arranged away from the office if it is more convenient/time efficient to do so;

- For domestic reasons (e.g. waiting for the plumber)
- A poorly child or loved one who requires little support but would benefit from you being around.
- You have a domestic emergency (e.g. child care disrupted) which you need to resolve as per the compassionate leave policy.
- A major disruptive event (e.g. Global Pandemic, snow day, office power cut).

... and when it is not:

It would not be appropriate for you to work remotely when, for example:

- Your team need you to be physically available in office to provide advice and guidance.
- You are sick – instead you should record this as sick day and get better.
- You need to carry out tasks that may be more effectively carried out in the office (e.g. collaborative work, problem solving with the team).
- You do not have a suitable home setup or infrastructure. For example, if your remote location connectivity is so bad that you cannot work or be contacted well, or you experience issues related to a poor working environment.
- You need to look after someone who requires a level of support that

would distract you from your ability to carry out your work.

- You do not feel like travelling or coming into the office.

Hybrid Working Rules

Working remotely is not a contractual right in either expressed or implied terms and your terms and conditions of employment will not be altered to include remote working clauses.

We believe that on average you should spend more time in the office than at home (although this can vary week to week depending on what you're doing). It is important to order to balance the needs of the business and your team alongside your own.

Consider the list of example tasks above to help guide what might be appropriate for working remotely. When considering the flexibility a role has around locations and times, think about:

- Do you need to regularly use or managed a fixed piece of equipment or facility?
- Do you provide a support service which is relied upon by others at certain times?
- Can you work independently?
- Do your tasks have a fixed timeframe?
- Do you give or receive regular mentoring or supervision?
- Does your work benefit from face-to-face meetings?

Stride Treglown will not provide the infrastructure such as broadband, personal computers or furniture for home or remote working. Company laptops can be booked for the purposes of remote working away from the office (e.g. whilst visiting site or attending meetings) but are not intended for home working.



Your working hours and availability to respond to emails and phone calls in a timely manner when working remotely will be the same as if you were working in your office. When working remotely it is important that you still take regular breaks throughout the day, and that you take your lunch break as normal.

Monitoring hybrid working patterns

It is not our intention to record or report on individuals' hybrid working patterns as a matter of course.

If there are concerns about patterns of hybrid working, and/or it is perceived that individuals are not following the guidelines and policies as laid out, or part of an informal or formal performance management process then it may be necessary for a Regional Director, Director, or HR team to record in-office attendance and compare these to other records of remote working (such as calendar entries as detailed below).

The expectation has been set in this policy that employees should aim to spend, on average, more than half their time working from within a Stride Treglown studio. For the purposes of calculating this average we would use a rolling 13-week observation window.

Communicating location to your team

Prior to remote working you must inform your team in advance that you will be working remotely. We require that you:

- Verbally mention your plans to your immediate team.
- Make a note in your office's signing in/out book (or arrange for a member of your administration/office team to do so on your behalf).

- Place a note in your Outlook calendar using the 'working elsewhere' "Show As" type.
- Update your status on Teams.

Some teams and studios also have other shared calendars that you may need to update as well.

Setting up remote working: Health & Safety

You should only undertake paper based or computer-based work based activities from home which should not introduce any further risks that are not already found within the home.

It is advisable that you undertake a display screen equipment survey prior to working to ensure that you are working in a comfortable and suitable seating position. Please speak to your local Office Manager about the survey.

We also recommend these following steps from the HSE on reducing your risks from working with display screen equipment.

- Breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity.
- Avoiding awkward, static postures by regularly changing position.
- Getting up and moving or doing stretching exercises.
- Avoiding eye fatigue by changing focus or blinking from time to time.

Support

Stride Treglown does not provide out of regular office hours technical support for those working on the remote working system.

Working Abroad

Specific additional guidance about working abroad can be found within our company systems. In particular, there is an expectation that you will notify the company of any plans to work abroad, and you must acknowledge the different risk levels associated with accessing company data from outside of the UK.

Please do not assume access will be granted prior to making your travel plans.

Equipment use and protection

Our Equipment Use Policy identifies requirements for using Stride Treglown equipment while in and remote from the offices (e.g. company laptop usage), with advice and guidance on how to maintain cyber security.

The following guidance is intended to help employees to protect themselves, the directors and the company from illegal or damaging actions, whether deliberate or unintended.

A particular consideration when working remotely is ensuring the safety of Stride Treglown data. It is important that you understand your environment and whether there are any risks to someone else seeing or accessing confidential information.

When working remotely it is especially important to remember that all Stride Treglown data needs to be stored on Stride Treglown systems for security and backup purposes – no form of home working should require people to attempt to take data away from Stride Treglown systems for working.

As a reminder, the high-level points in the company's Equipment Use Policy are as follows:

- Rapidly report faults and losses (on company equipment) so that we



can fix things before the impact grows, and help us to help you (by collaborating with the IT service desk and responding rapidly to questions).

- Protect passwords, never share them, never record them in plain text and don't re-use them.
- Do not install software, hardware or reconfigure company equipment.
- Minimise use of pen drives and other removable media, be cautious about using "the cloud".
- Store company data on Stride's systems. Please do not store company data on your home computer. Mobile users should regularly connect to the Stride network and move data to it.
- Do not leave portable equipment unattended and escort visitors.
- Personal Apps are permitted on company issued mobile telephones but are your personal responsibility.
- Never access illegal or inappropriate material and never write or distribute defamatory, illegal or inappropriate comment.
- Respect the data protection act and other legislation, including copyright – do not put copyright protected media (such as photos and music) files on company equipment.
- Do not do unauthorised work or use company equipment for personal benefit.
- Don't examine information that is not intended for you and report security or business continuity concerns.
- Be aware of the impacts of social engineering, phishing and other

attempts to illegitimately gain information Employees should be aware that:

- Stride Treglown routinely records all electronic information sent and received as well as scanning and monitoring all software and hardware connected to Stride Treglown's network.
- All data / information held on Stride Treglown systems becomes the property of Stride Treglown and Stride Treglown may examine and/or delete any data it finds on its systems.
- Stride Treglown can remotely locate, track and disable its mobile devices.