



## Remote Working Policy

### **Scope and Purpose**

This document has been prepared to clarify the company's (The Michael Lonsdale Group inclusive of Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services) position in respect of working away from the allocated or normal place of work to a different or remote working environment. The purpose of this policy is that it aims to set out transparent guidelines and expectations of those who may on occasion work remotely and applies to the Group as a whole.

### **Definition**

Remote working is to perform your legally contractual duties in an alternative place of work (outside of your contracted working location). This may include another site office, an office space rented in a building such as a "We works" or Regus space or potentially a home office or space at home that can fulfil the purpose for remote working.

### **Eligibility**

All applications are treated equally and with respect, regardless of the applicants age, gender, sex, gender identity/re-assignment, race, marital status/civil partnership, religion or faith, maternity/pregnancy, disability, or sexual orientation.

### **Suitability**

#### **Role/Post**

The following characteristics will be considered for remote working arrangements:

- Defined output tasks
- Discrete projects or functions
- Relatively autonomous jobs
- Jobs requiring high periods of concentration

#### **Employee Characteristics**

After consideration of your suitability of remote working, the individual employee suitability will then be considered.

Suitable personal attributes may include:



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- Self-motivated
- Self-disciplined
- Medically able to work on their own
- Able to organise working time effectively
- Able to work without direct supervision
- Able to travel to meetings and site visits

It is important to realise that eligibility and suitability does not provide you automatic rights.

## **Clarifications**

1. A change of working environment to suit the staff member of employee is by the discretionary agreement of a director or line manager and is not to be taken as a right or a default position. The company expects those who it engages or employs to work from either site or from one of our fixed offices or office spaces.
2. When working from home the employee is expected to work the same number of contracted hours they would work if attending offices/sites albeit this may be over differing core hours to fulfil this obligation.
3. Those working from home or remotely need to be available to attend TEAMS meetings and to liaise with their colleagues and line manager as necessary to fulfil their role.
4. In the event the company agrees to allow a member of staff or a person we engage to work from home each of these will be approached on a situational basis. There is no formula or frequency that the company to rely upon. Instead, we will treat each request on a case-by-case basis.
5. Employees/workers are advised to ensure there are no covenants or restrictions preventing them from working from home either through their mortgage, lease or insurance provisions.
6. If the worker is unwell, they must inform their line manager and absence through sickness will be dealt with in accordance with the Michael Lonsdale Group sickness policy.
7. Each request for home or remote working will be considered on its merits. The company is under no obligation to permit or agree to a period of home/remote working.
8. Any agreement to remote or home working does not form a precedent and each and every occurrence will be considered separately.
9. Be aware any equipment provided by the company to facilitate home working remains the property of the company and is to be protected against theft and damage with specific reference to MJL data and documentation. All data is to be stored on cloud based systems and not on the computer hard drive. Please refer to the Michael Lonsdale Group data policy.
10. Employees and workers are not to use their homes for meetings, deliveries, or storage of company goods.
11. Home working is an occasional period away from the site or traditional offices and is not an alternative to attending our offices or places of work.



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12. There may be occasions when an employee needs to work from home to facilitate other actions or commitments that are not directly related to the business of MJL. While this is understood, and the company will assist in this regard these are not to become regular occurrences or presumed approved. If it transpires a regular absence from the place of work is required, this is to be discussed and approved before it is implemented giving at least seven days notice of the requirement.
13. The company may be able to facilitate a hybrid solution wherein a portion of the day is taken as holiday and the remainder as home working providing a scope of work is agreed in advance and achieved by working from home.

## **Health and Safety**

14. It is essential those working from home are medically fit to do so and do not require any form of monitoring or personal care that may have or is available to them by the fact they have traditionally worked in occupied offices. This may include observation by other colleagues, mentoring or having company and human contact during the working day.
15. It is the responsibility of those working from home to ensure the environment in which they are working is suitable, is light, ventilated and a suitable desk and chair or work surface is available to enable the worker to fulfil their duties. We will not be providing furniture and fittings to facilitate home working.

## **Exclusions**

16. Certain activities are not considered bona fide reasons for home or remote working, and these may include
  - Trips to or from an airport/holiday travel
  - Shopping trips/social engagements and the like
  - Decorating/DIY type projects.
  - Meetings with others not connected to MJL or work activities.
  - Car repairs/MOT etc

However, each case will be assessed on a case-by-case basis as we understand no two situations are the same. The approval will be to the Directors discretion who will take into consideration if there will be any barriers to your progress or output. In this instance, the employee will be advised to use your annual leave instead to facilitate outside obligations. In the event that the employee has no remaining leave allowance, you may be asked to take this day and unpaid time off.

## **Provision of Equipment**

The company provides office spaces, equipment phones, computers, printers for their staff and consumables where needed. This level of support is difficult to replicate in a home environment and whilst on a short term/one off basis this is manageable it is not viable on a long term or continuous basis. In the instance that you are working remotely, it is the duty of the employee to ensure:



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- They have access to fast and reliable internet
- The employee has access to shared files, cloud files and IT servers
- Has in their possession their company laptops, phones and files
- Can work in confidence adhering to the company's Data Protection Policy

## **Application Process**

This process consists of two steps that must be followed when making a request for remote working:

- Log onto your TMS account and submit a remote working request via the calendar (as you would for booking annual leave)
- Appended to this policy document is the application for remote working form MLG-POL-046A. As a next step please complete the attached application form and hand this into your line manager or director in charge.
- Your line manager/Director is responsible for issuing this paper form to Tina Rahman in HR who will keep these requests in our employee records.

Please be aware there is a difference between taking time off and working from home. If in doubt, please discuss with your line manager.

## **Discontinuation of Remote Working Arrangement**

A remote working agreement can be terminated, by either party, by giving four weeks' notice. This may be varied on some occasions. In which case, either party must evaluate the situation and provide adequate notice. Upon discontinuation, the employee is expected to return to their usual location of work as outlined on your contract of employment.

This Policy is subject to regular or annual Review. **Responsible person(s): Tina Rahman, HR**

**Name:** Kevin Feerick  
**Group Director**

For and on behalf of the MLG Board of Directors

**Signature:**

**Date issued: 6<sup>th</sup> January 2022**