

ESGMARK®

QUICK GUIDE

REMOTE AND HYBRID WORKING POLICY



Remote and Hybrid Working

Prior to February 2020, the idea of working from home was considered a bit of a luxury.

Fast forward two years and it is a fundamental part of every organisation's resource planning. Rather than being a temporary, emergency measure to keep businesses afloat during the pandemic, both employers and employees

acknowledge that full or partial remote working for many in the workforce is here to stay.

As with everything, clearly laid out parameters as to how this should work for a given business are crucial to its success.



What is Hybrid?

and why?

This is a preview.

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If you have any questions please contact a member of the team at info@esgmark.co.uk

A clearly articulated Working Policy provides clarity for those who can work remotely, a proportion of their time working remotely or it lays out both what the employee can expect from the arrangement, and what they should expect from the brief, it ensures the success of your business when based in the office.

A type of flexible working where an employee splits their

time between working from home and working in the office is the most common type of hybrid working.

Employees can work from home all or part of a hybrid working

Why do Remote Workers

Fully remote or hybrid become the norm over time but employment laws vary. As at July 2022, in the UK, those with at least 26 weeks of service have the legal right to request to make provision for at least partially remote work. The Great Executive Disconnect revealed that 80% of executives wanted flexibility for all or most of the time. By contrast, 76% of employees wanted flexibility in where they worked. (Note that whilst this survey was commissioned by Slack, Slack communications tool, it was independently administered to over 10,000 international employees).

Bridging this disparity between level employees/managers and the workforce needs a mutually agreed upon policy for all employees, regardless of where they are expected to work.

Why do Remote Workers

Remote workers are not just there to address any issues with employees working from home, but not out of office. A survey by Future Forum found that 41% of remote workers are worried about "proximity bias" towards more office visible colleagues. Remote workers are more likely to have fewer opportunities for growth, promotion as those regularly seen in the office.



Things

Every organisation has particularities when it comes to remote and hybrid work, regardless of the size of the business, any policy you implement if it is going to be successful for employees working remotely.

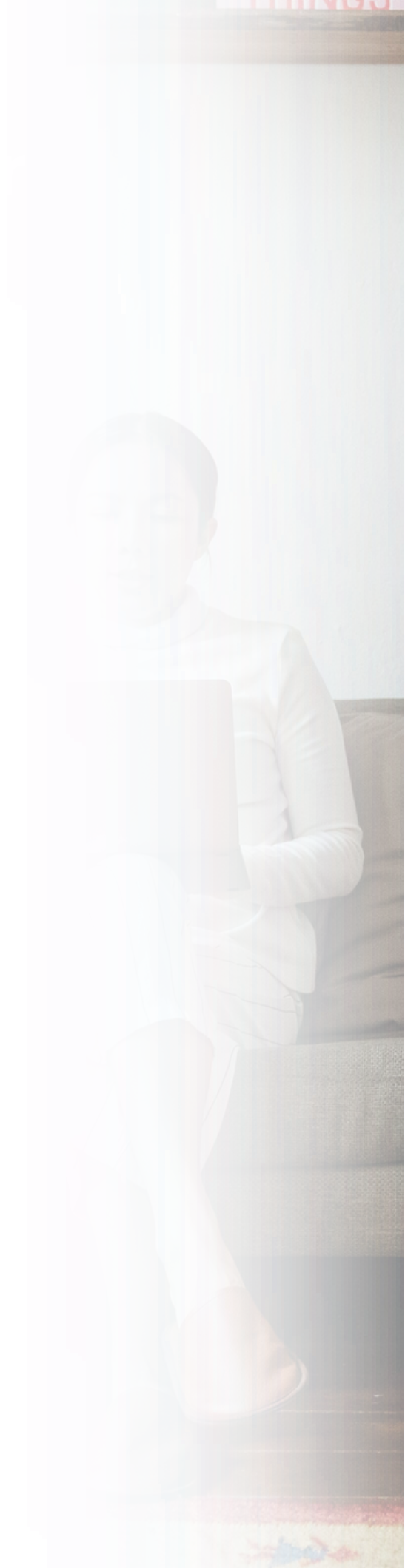
Think carefully about how your policy runs and how different models interact with one another. It is important to go for an employee agreement or working arrangement that your policy is likely to fit into the following frameworks:

Strict: where remote work is specified work schedule and break times closely match office work.

Ad hoc: where an employee can work from home on an occasional basis at the discretion of the manager. Managers have discretion to approve or deny requests.

Allowance based: where employees are allotted a fixed number of days when they can work remotely. Managers need to be an element of discretion to make exceptions for important in-office requirements.

Flexible: where employees can work remotely as much as they want and come into the office when needed. Once you have decided on a framework, you will likely need to flesh out the details.





- Begin with include:
- switch to remote work
- employees cannot? Make it clear
- ensure employees work
- ensure employees
- All you contribute to their internet bills?
- All your employees need? make these available to
- employees communicate
- do you expect remote
- How and how quickly should
- All you use to gauge
- Can hybrid workers be offered
- One or will bespoke requests
- be needed?
- employees might be working
- retain your employees so
- policies – especially around
- all media, confidentiality,
- code of conduct, sick leave,
- dress code (if meeting
- following still apply.
- To ensure that remote
- correct equipment to
- work seamlessly – will you
- need? VPNs? Cyber security
- team providing IT
- ensure that you are clear as
- to set up and insure it, along
- with licence costs and
- and any non-work related
- any tax implications for
- and signpost them to the
- For example, the UK has
- policies for those working

Whilst there is no one-size-fits-all solution, we have based our guide on the findings of the Government's Conciliation and Arbitration Panel.

To request our Remote Working Policy for your members free of charge, please share it with you. It covers Remote, Flexible and Hybrid Working.

Our Remote Working Policy, we have based our guide on the Government's Conciliation and Arbitration Panel.

Available to ESGmark® members only. Contact us at info@esgmark.co.uk and we will happily help in putting your Remote Working Policy in place. Contact the ESGmark® team.





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