

# REMOTE AND LONE WORKING POLICY

## 1 – Policy Overview

### 1.1 - Policy Statement

Projecting Success is a fully remote company that values its employees and recognises the importance of providing a safe and comfortable work environment, even in a remote setting. This comprehensive Lone and Remote Working Policy outlines the expectations, guidelines, and procedures for remote work, and is applicable to all Projecting Success employees.

### 1.2 – Policy Purpose

Projecting Success has a responsibility for the health, safety and welfare at work of all their employees.

### 1.3 - Our Responsibility

It is the responsibility of Projecting Success to ensure that the requirements of its employees are met, ensuring that they have the correct tools to do the job and from a health and safety/well-being perspective. It endeavours to do this by:

## 2 – Remote Working

### 2.1 - Equipment

Necessary equipment will be provided by Projecting Success upon commencement of employment and any reasonable adjustment requests for additional or adapted equipment will be considered on a case-by-case basis. All requests should be made in writing to the line manager, who will seek approval from the Senior Leadership Team.

### 2.2 - Safety

The health and safety of our employees are of utmost importance, and all employees are expected to maintain a safe and healthy work environment. Employees are expected to take reasonable measures to ensure their safety, such as keeping their work area free of hazards and taking regular breaks to prevent eye strain and fatigue. All employees will be asked as part of the induction process to complete a Display screen equipment (DSE) workstation checklist form and conduct a

DSE home working review, this will be monitored on a regular basis and employees will be asked to complete this review every 3 months.

### **2.3 - Communication**

Regular communication is essential in ensuring that remote work is productive and effective. Employees are expected to communicate with their managers and colleagues frequently and effectively through appropriate communication channels such as email, Teams chat, or Teams messaging. Employees are asked to ensure that all staff calendars are fully up to date to reflect that activity that will be taking place for that day including teaching and learning. If employees are attending face to face meetings with colleagues or clients, they are to ensure that their line manager is informed and that their diary is updated with times, location and client details.

### **2.4 - Working Hours**

Employees are expected to work the same number of hours as they would in the office. It is important to maintain a healthy work-life balance, and employees are encouraged to take breaks and time off when needed. However, employees must be available during their scheduled work hours and must obtain approval from their manager for any changes in their work schedule. Employees are not expected to reply to messages/emails out of their normal working hours.

### **2.5 - Data Security**

Employees must adhere to the company's data security policies and procedures to ensure the security of the company's data and information. All confidential information must be kept confidential and must not be disclosed to unauthorised parties.

### **2.6 - Health and Wellbeing**


The company recognises the importance of employee health and wellbeing and encourages employees to take care of themselves physically and mentally. Employees are encouraged to take breaks, stay hydrated, exercise, and seek support if they need it.

### **2.7 - Performance Management**

Employees will be held to the same performance standards as their in-office counterparts. Performance will be evaluated based on agreed-upon metrics and goals, and regular feedback and coaching will be provided to help employees achieve their goals.

### 2.8 - Working Remotely from Outside the Country

If an employee wishes to work remotely from outside the country, they must first seek approval from their manager and Senior Leadership Team. If approved the employee must ensure, with the aid of Projecting Success' IT company, TrueMSP, that all equipment has the necessary protection required to comply with all local laws and regulations, including tax laws, and must maintain a reliable internet connection and comply with the company's data security policies and procedures.

Version History				
Date	Version	Details of Change	Revision By	QA
16/2/23	4	- Added Version Control - Improved formatting and section titles	Sam Barnfield	
24/03/2023	3	- Restructured the policy into sections 2.1 – 2.8	Sam Barnfield	