

Agile Working Policy

INTRODUCTION

Noble Events recognises the need to develop modern working practices, with the aim of implementing flexibility that can enable employees to maintain a stronger work life balance. It also recognises that there may be occasions where increased flexibility can be of great assistance to employees in both undertaking their role and balancing outside commitments. Agile working is a term used to describe employees conducting their usual job role from varied locations which can include but are not limited to the usual place of work and their home. The organisation expects that, with this added degree of flexibility, employees will be better equipped to respond to, and manage, the demands of everyday working life alongside any temporary additional demands they may face due to external factors.

This policy outlines ways in which employees can work flexibly from varied locations and provides a framework of consistent and fair practices.

SCOPE OF THIS POLICY

This policy applies to all employees of the organisation, subject to the eligibility requirements outlined below.

To be eligible for agile working, employees generally need to meet the following:

- they must have successfully completed their probationary period;
- their role must not involve supervisory duties that require undertaking in person alongside the team members involved that would be adversely affected by agile working;
- their home environment must be deemed suitable;
- their disciplinary record must be clean;
- there should be no other official reason why they cannot be permitted to do so.

It should be understood that the nature of agile working will depend upon the specific role of the employee concerned. All forms of agile working must be cost effective and not serve to increase the workloads of other members of staff.

Employees may be required to be in the office or at another location on certain days for events, company meetings, training or other requirements; as much notice as possible will be given for these occasions. During any probationary period employees may be required to work from the office for a certain number of days a week or on specific days in order for onboarding, induction and training.

BENEFITS OF AGILE WORKING

The company recognises that agile working provides numerous benefits, both to the company and to the employees.

This can include, but is not limited to, the following:

- improved employee morale;
- increased productivity;
- keeping overheads down through reduced numbers of staff in the workplace;

- assisting in maintaining social distancing measures (if applicable) due to decreased numbers;
- enabling staff to continue conducting their role if the usual place of work becomes temporarily unavailable to them;
- providing vulnerable staff with the option to keep working whilst also protecting their own health through continued isolation.

HEALTH AND SAFETY PROVISIONS

The company and employees should both work to ensure that usual health and safety provisions are adhered to in all locations involved in agile working. This will include requesting the employee to conduct risk assessments and DSE assessments of the proposed working environments where necessary to comply with legal provisions and that any equipment issued by the company can be set up and used in a safe manner.

If an employee's health condition or impairment is likely to be within scope of the Equality Act 2010, the company will ensure that a Personal Risk Assessment is undertaken in a sensitive manner to identify and implement any reasonable adjustments necessary that will assist them in carrying out their role.

EMPLOYEE RESPONSIBILITY

There is an understanding that an element of trust will need to be maintained by all parties for the agile working arrangements to work.

It is the responsibility of employees to make sure any agile working arrangement does not impact upon their productivity and output. If it is found that this is the case, the company may review the effectiveness of the arrangement and disciplinary action may be taken.

Employees must also ensure that they comply with usual policies on absence and sickness, and that they take rest breaks during the working day in line with the company's usual policies, in order to ensure their continued wellbeing.

A normal work day is 7½ hours but, with visibility, employees can choose which hours they work to allow for other commitments. However, they should remain fully contactable by their line manager during their agreed working hours. Additionally, all confidential information relating to the organisation needs to be kept secure in line with its data protection policies. If it is found that the agile working arrangement has resulted, or has the potential to result in, a data breach, the arrangement may be terminated and those responsible could face disciplinary action.

In addition, employees may take advantage of the company's "work from anywhere at any time" scheme, which means they can work from any location in the world. However, this is limited to six (non-consecutive) weeks in a rolling 12 month period, of which only 14 days in total may be abroad (for various reasons including tax liabilities). Employees should ensure that their line manager is informed of any overseas working arrangements.

At all times employees are requested to keep in mind the company's key priorities, which are to service our clients and be collaborative with and respectful of colleagues.

CONNECTIVITY

In order to work successfully from any location other than the Noble Events offices, it is essential that there is a reliable and secure Wi-Fi connection. This should be checked in advance and must be provided at no cost to the business.

If the employee discovers that it is not possible for them to connect successfully whilst they are working away, they should take annual or unpaid leave.

FLEXIBLE WORKING AND PERMANENT REQUESTS

See NEL Flexible Working Policy