

# Homeworking & Hybrid Working Policy

## 1. Purpose

This policy outlines how homeworking and hybrid working arrangements operate at Rayan Facilities Management Ltd, ensuring safety, wellbeing, performance, data protection and clarity of expectations.

## 2. Scope

This policy applies to all employees, contractors and agency workers approved to work from home on a full or part-time basis. It covers contractual, approved, ad-hoc and flexible working arrangements.

## 3. Approving Home or Hybrid Working

Approval considers role suitability, employee performance, operational needs, health and safety, data security and workspace suitability. A Homeworking Self-Assessment must be completed prior to approval.

## 4. Health & Safety Responsibilities

Employer Responsibilities:

- Provide guidance on safe home workspaces.
- Conduct remote/homeworking risk assessments.
- Provide necessary equipment.
- Support wellbeing and prevent isolation.

Employee Responsibilities:

- Maintain a safe, hazard-free workspace.
- Report H&S concerns or incidents.
- Follow risk assessment guidance.
- Ensure safe use of electrical equipment.
- Take regular breaks.

## 5. Hours, Availability & Communication

Employees must be available during agreed working hours, attend required meetings and keep calendars updated. Sickness reporting procedures apply. Hybrid workers must attend the office on scheduled days.

## 6. Performance & Productivity

Performance expectations remain unchanged. Employees must meet deadlines, respond promptly, and participate in supervision and training. Homeworking may be withdrawn if performance declines.

## **7. Equipment, IT & Data Security**

### *Company Equipment:*

- Provided where necessary.
- Must be used for business purposes only.
- Must be stored securely and returned when required.

### *Data Protection:*

- Employees must follow the Data Protection Policy and UK GDPR requirements.
- Only company devices may be used.
- Confidential information must be protected at all times.

### *Cyber Security:*

- Employees must follow the Cyber Security Policy and any IT Acceptable Use rules.

## **8. Confidentiality**

Employees must ensure that confidential work cannot be overheard or accessed by others. Printed materials must be securely stored or destroyed.

## **9. Expenses**

Reimbursable expenses must be pre-approved. Household costs such as utilities and broadband will not normally be reimbursed.

## **10. Wellbeing & Preventing Isolation**

Managers will conduct regular check-ins. Employees should engage proactively in communication, team meetings and raise wellbeing concerns early.

## **11. Security & Visitors**

Company devices must not be used by family members or visitors. Confidential work must not be conducted in the presence of visitors.

## **12. Changes to Arrangements**

Home or hybrid working may be reviewed or withdrawn where required due to performance, H&S, data issues or operational needs. Employees may request changes under the Flexible Working procedure.

## **13. Monitoring & Review**

Rayan FM may monitor work output, communications and cyber activity as permitted within the Data Protection Policy. No covert monitoring will be used.

#### **14. Review**

This policy will be reviewed annually or earlier if legislation or operational needs change.

Signed:



Siobhan Hamill

Managing Director

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