

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 Homeworking may be withdrawn if performance declines.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:



Naeem Bhatti

Managing Director

01/06/2026

