

Remote Work Policy

1. Introduction

- 1.1 Bristol Together CIC recognises the benefits and challenges of remote work and is committed to providing flexible work arrangements that support our employees while ensuring productivity and collaboration. This Remote Work Policy outlines the guidelines and expectations for employees working remotely.

2. Purpose

- 2.1 Provide clear guidelines for remote work arrangements.
- 2.2 Ensure that remote work practices align with company goals and operational needs.
- 2.3 Maintain productivity, communication, and collaboration among remote employees.
- 2.4 Outline the responsibilities of both the company and employees in remote work situations.

3. Scope

- 3.1 This policy applies to all employees of Bristol Together CIC who have been approved to work remotely, whether on a full-time, part-time, or occasional basis.

4. Eligibility

- 4.1 Remote work arrangements are at the discretion of management and will be based on the nature of the job, employee performance, and operational requirements.
- 4.2 Employees must obtain approval from their supervisor or manager to work remotely.

5. Work Hours and Availability

- 5.1 Employees are expected to maintain their regular work hours unless otherwise agreed upon with their supervisor.
- 5.2 Employees must be available during core business hours for meetings, collaboration, and communication.
- 5.3 Any changes to the agreed-upon work schedule must be communicated and approved in advance.

6. Work Environment



- 6.1 Employees must establish a dedicated, safe, and distraction-free workspace that is conducive to productivity.
- 6.2 The company may provide necessary equipment and resources to facilitate remote work, including laptops, software, and access to company networks.
- 6.3 Employees are responsible for maintaining the security and confidentiality of company information while working remotely.

7. Communication and Collaboration

- 7.1 Employees must maintain regular communication with their supervisors and team members through email, phone, video conferencing, and other collaboration tools.
- 7.2 Regular check-ins and meetings will be scheduled to ensure alignment on tasks, projects, and goals.
- 7.3 Employees are expected to respond to emails and messages in a timely manner during their work hours.

8. Performance and Productivity

- 8.1 Employees are expected to meet performance standards and productivity goals while working remotely.
- 8.2 Supervisors will monitor performance and provide feedback to ensure that work quality and output are maintained.
- 8.3 Any performance issues related to remote work will be addressed promptly.

9. Data Security

- 9.1 Employees must adhere to all company policies related to data security and confidentiality.
- 9.2 Employees must report any security breaches or concerns immediately to the management.

10. Health and Safety

- 10.1 Employees are responsible for ensuring that their remote work environment complies with health and safety regulations.
- 10.2 The company will provide guidelines on ergonomic practices to prevent injury and promote well-being.



10.3 Any work-related injuries incurred while working remotely must be reported promptly.

11. Expenses and Reimbursements

11.1 Employees must submit expense claims with appropriate documentation for reimbursement.

12. Termination of Remote Work Arrangement

12.1 Remote work arrangements may be terminated by the company or the employee with reasonable notice.

12.2 Reasons for termination may include changes in job responsibilities, performance issues, or operational needs.

12.3 Employees will be required to return any company equipment and resources upon termination of the remote work arrangement.

13. Review and Compliance

13.1 This Remote Work Policy will be reviewed annually or as needed to ensure its effectiveness and relevance.

13.2 Employees are expected to comply with this policy and any related procedures. Non-compliance may result in disciplinary action.

14. Review

14.1 Bristol Together CIC is committed to supporting flexible work arrangements that benefit both employees and the company. By adhering to this Remote Work Policy, we aim to create a productive, secure, and collaborative remote work environment.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Remote Work Policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025

