



Imperial Society of Teachers of Dancing

The Imperial Society of Teachers of Dancing Policy on Hybrid Working

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1. Introduction and Statement

The Society believes that its employees are its most valuable asset and is committed to attracting and retaining the very best talent. It also appreciates that the UK workforce is becoming increasingly diverse and includes a high percentage of parents and individuals with caring responsibilities, as well as those whose interests and aspirations impact on their time.

The Society recognises the importance of helping its employers balance their work and home lives by offering flexible working arrangements that enable them to balance their work commitments with other priorities. One such flexible working arrangement is hybrid working.

This policy sets out the Society's approach to hybrid working, which allows you to split your time between attending the office and working remotely. Hybrid working is an important element of both our strategy for adapting to, and thriving in, the new working environment following the coronavirus pandemic; and our commitment to supporting a positive work-life balance for our employees.

Our continued aim is to increase the rate of retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress.

2. What is Hybrid Working

Hybrid working is defined as a working arrangement where staff conduct their duties both in the workplace and remotely, such as from home. Whilst working remotely, employees maintain the same contractual obligations, such as core working hours.

The Society recognises that homeworking can be beneficial for individuals and, to this end, will seek to accommodate it wherever possible. However, it also recognises the benefits from a degree of office working that are difficult to replicate from home, such as direct interaction between colleagues and management.

Hybrid working is designed to offer the flexibility of homeworking whilst also maintaining the benefits associated with working in the office.

There are two main categories of hybrid working:

1. **Occasional/ad hoc Hybrid Working:** this arises in relation to specific pieces of work or for specific periods. It does not follow a regular pattern and is subject to the prior approval of a line manager. It may be granted as part of a phased return to work after maternity or sickness absence, or be a temporary arrangement due to family commitments or domestic circumstances.
2. **Regular Hybrid Working:** this is an agreement between the Society and the employee for a permanent combination of homeworking and attendance at the Society's head office, on a regular and on-going basis.



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Whatever the circumstances leading to a situation where Society employees are moved into, or recruited under, a hybrid working arrangement, this policy applies and all employees must comply with the requirements set out below.

Please note that this policy should not be taken as forming an employment contract and may be updated at any time.

3. Eligibility

The Society maintains discretion to offer homeworking to staff, either during their employment or before commencement of a new role. Overall, employees will be eligible to be permitted a form of hybrid working, provided that their home environment is suitable, (all staff must complete a 'Home Worker Risk Assessment' on an annual basis).

Certain roles require the member of staff to be office based only. In these cases, this will be clear from the job description and discussed with the relevant member of staff on appointment.

The Company will carefully assess the needs and requirements of a role before determining how the hybrid working relationship will work. It will only be permitted where the employee's line manager is satisfied that the needs of the business can continue to be met while the employee works from home.

Hybrid working must be cost-effective and ensure that there is no significant increase in workload on colleagues. The work done by the employee must be capable of being done from home.

The line manager may liaise with the HR Department in relation to applications for homeworking, to confirm the arrangements.

4. Expected Level of Attendance

The office remains open for all employees to use from Monday to Friday between 8am to 6pm. However, to offer some flexibility, we anticipate most employees to spend 40% of their working time at the office and the remainder of their time can be managed by the employee, in relation to their individual circumstances. The number of days per week each employee spends attending the office compared with working remotely will vary, depending on their individual circumstances; the nature of their role; what is happening within their role and team at any particular time; and the needs of the Society, including the space we have available at our office.

However, as an indication we expect this to be a minimum of two days a week in the office for full time employees and one day a week in the office for part time employees.

5. Individual Circumstances and Hybrid Working

The Society recognises the benefits of being flexible but that this schedule could be difficult for some employees to follow. For example, you could live a significant distance from the office and it would be more efficient for you to spend more time working remotely; or have challenges with your working



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environment at home that mean that remote working is difficult for you and you would like to attend the office more often than this. The Society also recognise that remote working may be particularly challenging for those who are new to the Society and they may benefit from attending the office more often than this, to work alongside and learn from other colleagues.

Please speak to your line manager if you think that you would benefit from departing from the expectation that you spend 40% of your working time at the office. Your Department Director's agreement is required to depart from this norm. Depending on the nature of the additional flexibility that you are seeking, we may ask you to make a formal flexible working request; please see guidance on 'Requesting Flexible Working', below.

6. The Limits and Scope of Hybrid Working

Given the degree of flexibility that our hybrid working arrangements provide, we expect our workforce to be flexible. You may be required to attend work on particular days at the request of your line manager or Department Director, for example for in-person training and for meetings that your line manager or Department Director has determined are best conducted in person.

Similarly, there may be circumstances in which we ask you to work remotely, or to work from such other place as we may reasonably require, when you would otherwise expect to attend the office, for instance for operational needs, for example if we have too many employees attending the office on specific days; or for coronavirus-related reasons, for example in the event of a lockdown/ government guidance that employees should work from home if they can. In such cases, you will be given as much notice as possible.

7. Working at the ISTD Office

Working hours

For days on which you are attending the office, your normal hours of work are set out in your contract of employment. However, in order to allow employees flexibility to travel into work outside of busy times, employees will have the option to adjust their hours to 10am to 4pm on office days. The remaining time should be made up throughout the week and this would need to be agreed in advance with your line manager. In order to accommodate this, the office will be open from 8am to 6pm. When the offices closes at 6pm, any staff still in the building will be required to leave, so that the cleaners can ensure the building is cleaned and sanitised ready for use the next day.

Please be as clear as possible with your line manager about your hours of work for days on which you are working in the office. Making use of tools such as shared calendars, logging in and out of teams when working and out-of-office messaging can help colleagues to be aware of your availability on these days.

To help maintain your wellbeing, please make sure that you take adequate rest breaks. We encourage all staff to:

- Take one hour off for lunch each day.
- Even if you are busy, it is essential that you find the time to take a break of at least 20 minutes during each working day that lasts more than six hours.



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Workspaces

We operate a hotdesking policy, whereby we provide a bank of workstations at the office. Workstations are allocated on a “first-come, first served” basis. Fixed work stations are only allocated to employees who are office based, or those whose role requires them to work from the same work station, (for example, due to specialist equipment that is required to carry out their work). Please speak to your line manager if you think that your role requires you to work from a particular desk, so that your request can be considered. Your Department Director’s agreement will also be required before arrangements are put in place.

At the end of each day on which you are attending work, please ensure that you leave the hot desk clean and tidy. Your laptop (and other equipment) and any personal items should not be left on the desk overnight. All desks have docking stations and monitors in place. Please ensure docking stations and/or cables/leads are not unplugged, removed or taken home. If you need any equipment for working at home, please contact the Facilities Manager when you are in the office or email enwankiti@istd.org.

At the end of each day on which you are attending work, please ensure that your laptop (and other equipment) are either taken with you or secured away in a locker if you are using the office the following day. Work areas are cleaned nightly, therefore **this is essential to ensure the cleaning team can thoroughly clean all desks, so that they are sanitised and ready to use the following day.**

Safe-Working Measures

Your safety is our priority and we have put in place various safeguarding measures in our office. More details of the measures we have put in place are set out in our policy on safe working during the COVID-19 pandemic ([ISTD Policy on dealing with Coronavirus in the Workplace](#)). We encourage our workforce to let us know if they have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make. You can do this by raising concerns with the Facilities Manager or making suggestions to hr@istd.org.

Staff coming into the office are asked to follow our COVID testing policy.

1. Please take a Lateral Flow Test **the night before** coming to the office and send your result to covid@istd.org.
2. Report to Reception on arrival to the office so they are aware of who is in the building and can cross-check that your test results have been received.
3. If for any reason you were unable to take a Lateral Flow Test before arriving at the office, the staff member on reception will provide you with one. Please stay in the small meeting room until the result is shown.

You have a role to play in ensuring yourself and your colleagues can work in a safe environment and you must follow our safe-working instructions. A failure to do so may be a disciplinary offence and dealt with in accordance with our disciplinary procedure.



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8. Arrangements while Working Remotely

Working hours

While working remotely, you must be available and working during your normal hours of work, as set out in your contract of employment.

We ask you to be mindful that you are not overworking, as “downtime” from work is essential. To help maintain your wellbeing, please make sure that you take adequate rest breaks. We encourage all staff to:

- Take one hour off for lunch each day.
- Even if you are busy, it is essential that you find the time to take a break of at least 20 minutes during each working day that lasts more than six hours.
- Ensure the time period between stopping work one day and beginning the next is not less than 11 hours.

Please be as clear as possible with your line manager about your hours of work for days on which you are working remotely. Making use of tools such as shared calendars and out-of-office messaging can help colleagues to be aware of your availability on these days.

Sickness

When working remotely, you should not work if you are unwell. If you are sick and unable to work, our short-term sickness absence policy applies. You should notify your line manager by telephone as soon as reasonably practicable, preferably before you are due to start work and in any event no later than 30 minutes after you are due to begin work.

Technology and Equipment

To assist you to work remotely, you are provided with:

- a laptop computer;
- mouse, mouse mat and keyboard (if required)
- a desk chair to use at home (if this is required)

You must take care of any equipment we provide you with, and notify your line manager and the IT support team (Silverbug) of any faults with the equipment. If you need any equipment, you should notify your line manager and then log a ticket with the IT support team (Silverbug). All staff should complete a Home Worker Risk Assessment annually which will also identify any equipment that may be required.

When working from home, employees are required to use all equipment supplied by the Company safely and in accordance with best practice and manufacturer’s guidelines. The Company will check all Company electrical equipment for safety. When working from home, employees will be responsible for any other electrical equipment used by them in their work activities and will continue to be responsible for the safety of electrical sockets and wiring in their home.

Financial Assistance

The Company supplies homeworkers with the necessary equipment relevant to their job role. The equipment remains the Company’s property and will be installed and removed at the Company’s



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cost. The Company may need to attend the employee's home to update, maintain or repair/replace the equipment and will give the employee reasonable notice of the need for this.

Employees should take reasonable care of the Company equipment and only use it for Company business. IT and telephony equipment may only be used in accordance with the Company's IT, telephony, data protection and monitoring policies.

Personal equipment that an employee uses for work purposes remains their responsibility and the Company is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager.

The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by the Company. These costs will remain the employee's responsibility.

Employees may be able to claim tax relief for any household expenses incurred as a result of working from home, provided the expenses are solely work related. If you wish to benefit from this tax relief, see the Government's guide on claiming tax relief for your job expenses at www.gov.uk/tax-relief-foremployees/working-at-home.

Health and Safety

You should liaise with your line manager to ensure that your remote working set-up is appropriate and that you are working in a safe manner. All members of staff working from home must complete a Home Worker Risk Assessment and return to hr@istd.org.

However, you must also take responsibility for your own health and safety and that of anyone else who is affected by your work (for example others in your household when you are working from home).

You must notify your line manager if you feel any discomfort due to working remotely, (such as back pain), or you believe that there are any work-related health and safety hazards. You must also report any work-related accidents occur in your home to both your line manager and the Facilities Manager.

Your line manager will escalate the matter to the Facilities Manager / the HR department to look into what action can be taken.

Risk Assessments

A Home Worker Risk Assessment will be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements. The Society will require self-assessment of some aspects of the home working environment, but may need to check such workspaces from time to time as the homeworking arrangement proceeds. Any steps necessary from these various risk assessments will be undertaken to ensure the homeworker has a safe workplace.

A specific risk assessment will also be carried on employees who inform the Society that they are pregnant. In order for this to take place, homeworking employees who become pregnant should notify their line manager of their pregnancy immediately. More details about what to do are



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available in the Company's policy on Pregnancy and Maternity.

Moving Home

If employees move home, the hybrid working arrangement will need to be re-assessed and a new Home Worker Risk Assessment will need to be carried out. If the Company considers that the house move would make, or has made, homeworking unsuitable, this may result in the homeworking period coming to an end.

Working remotely from other Locations

Working from home means working from a private residence where your work for ISTD is your sole activity during your working hours. If employees wish to work remotely from any other location, other than their home address, then this has to be approved in advance by their line manager and Department Director.

Employee Conduct

If hybrid working becomes unsuitable due to employee conduct or performance, the homeworking arrangement may be terminated immediately. Further disciplinary action may also be taken in line with Company policy.

9. Data Protection

Employees who are working remotely are responsible for keeping information associated with our organisation secure at all times, ensuring reasonable precautions are being taken to maintain confidentiality in accordance with the Data Protection Policy.

Specifically, remote workers are under a duty to:

- Practise good computer security, including using a unique password for your work laptop (and any other devices you use for work).
- Keep all hard copies of work-related documentation secure, including keeping documents locked away at all times, except when in use and securely disposed of, (shredded) when they are no longer required. Under no circumstances should unopened post or paper be left on desks overnight.
- Ensure that work-related information is safeguarded when working in public spaces, for example:
 - by positioning your laptop so that others cannot see the screen.
 - not leaving your laptop unattended.
 - not having confidential/business-sensitive conversations in public spaces.
- In addition, the laptop (and other equipment) provided by the Society, must be used for work-related purposes only and must not be used by any other member of your household or third party at any time or for any purpose.

10. Opening Post and Processing Cheques



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All post that is sent to the office and received by the Reception team will be passed on to the relevant department to open / process accordingly. Should post arrive for an individual on the team who is not working in the office, it will be the responsibility of those from the same department (working in the office that day) to notify the individual and agree to either deal with the letter themselves or open/scan the letter so that this be dealt with remotely by the individual it was addressed. However, if there is no one from the team working in the office that day, the post will be opened by Reception and scanned and sent to the team.

Once dealt with, letters should then be posted into the secure shredding bins, to ensure it is disposed of correctly and the office remains 'paper-free'. Under no circumstances should post or paper be left on desks overnight.

Any cheques (or money) that is sent to the office should be immediately passed on to the following people to process accordingly:

- Monday - Friday Finance Team (located on the Ground Floor).

11. Flexible Working Requests

This policy focuses on how our organisation operates hybrid working, but there are many other forms of flexible working, some of which are protected by statute. If you have 26 weeks' service with us, you retain the right to make a formal request for flexible working, whether or not hybrid working is available for your role. If you are not eligible to make a statutory flexible working request, you may still be able to make a separate request for hybrid working arrangements and should speak to your line manager.

Continued Examples of other types of flexible working that can be requested are:

- permanent homeworking.
- reducing the number of hours that you are working.
- changing your start and finish times.
- compressing your working hours into fewer days (for example moving to a nine-day fortnight).

Employees must not have made a request for flexible working within 12 months previous to the date of their request.

Employees in all areas and levels of the Company will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion or belief, disability, marital status, pregnancy or maternity, or gender reassignment. All requests will be considered in line with the Society's policy on flexible working.

If you would like to request another form of flexible working, or if we do not currently offer you hybrid working but you would like to request it, you can make a formal request under our [policy on employees requesting flexible working](#). All staff will need to complete a Flexible Work Request Form. This can be accessed on the shared drive or by contacting the HR department hr@istd.org



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Homeworking may invalidate an employee's home contents insurance policy. Employees are required to check the policy prior to applying and, if successful, provide a copy of the policy wording and schedule to their line manager if their application is granted.

12. Employee Assistance Programme

We would like to remind employees that if they have any worries or concerns in relation to returning to the office (or any other worries, which are work-related or not), then they have access to a [confidential 24-hour telephone counselling service](#) on 0800 012 1473, (quoting HA121555). All employees also have access to the 'My Healthy Advantage' app (quoting HA121555), which contains a live chat feature and lots of podcasts / articles to support on different topics, such as anxiety.