



HOME AND HYBRID WORKING POLICY

1. Background

- 1.1 Wise Women is a predominantly groupwork organisation and during the Covid-19 Pandemic, was restricted through Lockdown. During this period Staff adapted to a Home and Hybrid way of working.
- **Home working:**
Home working is where an employee carries out their work entirely from their home or another agreed non-office location, rather than attending a workplace provided by the organisation.
 - **Hybrid working:**
Hybrid working is a flexible arrangement where an employee splits their time between working from home (or another remote location) and working in the office, as agreed with their manager.
 - **Office working:**
Office working is where an employee carries out their duties at the organisation's designated workplace or office location on a regular, full-time basis.
- 1.2 The nature of Wise Women's work requires staff not only to be available for face-to-face events, but also to encourage and supportive and developmental culture in the organisation. It is essential therefore that staff have regular face to face contact with colleagues and the women who use our services.
- 1.3 Wise Women prefer for staff to work from the office however recognise that there are opportunities to Home and Hybrid working, should the worker choose, including;
- Privacy for concentrated working out with the office.
 - Retention of staff who have caring and childcare responsibilities.
 - Impact of cost-of-living crisis on staff.
 - Environmental benefits to Home and Hybrid working.
- 1.4 All Home and Hybrid working will be monitored through Support and Supervision.
- 1.5 This policy will outline the limits to Home and Hybrid working for staff in Wise Women and encourage best practice.
- 1.6 This policy does not override employees' statutory right to request flexible working, which will be considered in line with relevant legislation.
- ### 2. Principles
- 2.1 As a violence against women sector organisation, women's safety is at the heart of our principles. At no time will online facilities be used if staff cannot guarantee all

women's confidentiality and safety at events and meetings. This includes;

- Women's emotional safety whilst discussing their experiences of oppression.
- Can staff suitably support woman/en during activity?
- Can women build relationships independently from worker control?
- Can staff guarantee there is no one else, including staff from other organisations, in listening distance of meeting / event? This is a concern not only for the woman is potentially in the same vicinity, but also for the confidentiality of other women on the call. Where staff cannot guarantee this no online work will take place.
- Does online activity exclude women who do not have access to equipment and / or internet connection?
- Is the provision of online activity beneficial to all involved? Staff should consider;
 - Is online suitable for all participants?
 - Is the woman/en able to fully participate in activity?
 - Is activity suitable for online format?

2.2 Where staff cannot guarantee or overcome the above Wise Women will not progress any online activity, unless essential, e.g. a group for women in transition from hospital to home.

3. Working from home

3.1 The primary place of work is the office, with flexible arrangements agreed where appropriate. In recognition of details outlined in section 1, staff can arrange their diary to work from home, with agreement with the Chief Executive Officer, who will consider;

- role requirements.
- service delivery impact.
- safeguarding/confidentiality.
- team needs.

3.2 Where any member of staff are working from home this should be;

- Temporary.
- Should be less than half of the working week (pro rata).
- Work specific, e.g. privacy to complete a report.

3.3 It will be the responsibility of the worker to inform the Chief Executive Officer of any health and safety concerns they have working from home. This should be recorded at Support and Supervision.

3.4 When working from home workers should ensure that they comply with the Confidentiality Policy, including;

- Only using password protected Microsoft 365.
- Internet access is password protected.
- Any phone calls or online meetings / events are conducted in a private space.

3.5 Wise Women will provide equipment required for working from home, including a laptop, tablet and mobile phone.

3.6 Wise Women recognises some of the challenges experienced by women workers and as a single sex provider will endeavour to support staff to retain their position through negotiation of Home and Hybrid working. This may include reasonable adjustments and a consistent application of policy to avoid discrimination.

3.7 None of the above effects staff employment rights.

4. Review of Policy

4.1 This policy, in line with all of Wise Women's Policies, will be reviewed every two years. **Date of review May 2028.**