

WORKING FROM HOME POLICY

1. GENERAL

- 1.1. This Policy contains the working from home policy and practices of Winder Research and Development Ltd (the **Company**).
- 1.2. The Company reserves the right to amend, replace or remove the contents of this Policy from time to time, in its absolute discretion. Any amendments or revisions will be notified to staff by email and subsequently incorporated into future editions.
- 1.3. Staff members are required to familiarise themselves with the contents of this Policy and comply with it at all times.
- 1.4. This Policy covers all forms of working from home, whether occasional, temporary or permanent.

2. REQUESTS TO WORK FROM HOME

- 2.1. The Company recognises that there may be circumstances when it would be beneficial for a staff member to work from home. Home working should not, however, impact on the smooth and efficient running of the business and should, at all times, be conducted in accordance with this Policy. Staff who work from home should observe all other terms of their contract whilst working from home.
- 2.2. Staff members should make any request to work from home to their line manager or authorising manager at least no days in advance. This includes any request to work remotely other than at their home address. For requests to work from home on a regular / permanent basis, refer to the Company's Flexible Working Policy.
- 2.3. An agreement to work from home will be dependent upon certain criteria, including but not limited to the staff member:
 - A. being engaged in work which will be facilitated by working from home;
 - B. not having commitments in the office at that time;
 - C. being contactable by email, by telephone and virtual meeting system by clients and colleagues on the same basis as if they were in the office;
 - D. having a suitable area at home which can be set up for work and which is free from external noise and interruptions, including childcare responsibilities;
 - E. having an internet connection able to support the Company's systems; and
 - F. being able to make full use of conference call facilities if required.
- 2.4. There may be exceptional circumstances in which the Company will require staff members to work from home on a temporary basis. The Company will give staff members as much notice as is reasonably possible in the circumstances.

3. HEALTH AND SAFETY

- 3.1. The Company is committed to ensuring the health, safety and welfare of all of its staff, and staff members who work from home – even on an ad hoc basis – should refer to the Company's Health & Safety Policy.
- 3.2. All staff must take reasonable care of their own health and safety while they are working from home.
- 3.3. Managers have responsibility for informing Phil Winder if any staff member is to work from home so that appropriate health and safety concerns can be addressed.
- 3.4. In particular, where a staff member works from home, a health and safety risk assessment of the home working space will be necessary; appropriate arrangements for this will be made with the staff member. Should issues be identified by the health and safety risk assessment, the Company and the staff member will work together to address those issues.
- 3.5. The Company reserves the right to refuse a request to work from home if health and safety concerns are not addressed.

4. INSURANCE AND PERMISSIONS

- 4.1. The Company's employer's liability insurance policy extends to staff members who work from home, to cover injuries or disease suffered by them whilst at work.
- 4.2. The Company's insurance policy will cover equipment provided by the Company that is used by staff during home working.
- 4.3. It is the responsibility of staff members to obtain adequate insurance to cover loss or damage to any of their own equipment used for work.
- 4.4. Staff members are responsible for obtaining relevant permissions required to enable them to work from home. This includes, but is not limited to, contacting their mortgage provider or landlord and their home insurance provider to inform them about their intention to work from home.

5. PERSONAL DATA AND CONFIDENTIAL INFORMATION

- 5.1. The Company is committed to complying with its data protection obligations under the Data Protection Act 2018 (the **DPA 2018**), the UK General Data Protection Regulation 2016/679 (the **UK GDPR**) and any other applicable UK legislation (together, **Data Protection Law**). All staff members who work from home – even on an ad hoc basis – should refer to the Company's Data Protection Policy.
- 5.2. In particular, staff members working from home are responsible for ensuring that any personal data or confidential information that they have access to is processed and stored securely at all times. This includes, but is not limited to:
 - a) ensuring that such data or information cannot be accessed by any third parties;
 - b) disposing of confidential waste securely;
 - c) working directly on the Company's system; and

d) ensuring confidential electronic data is password protected.

5.3. It may be appropriate for the Company to carry out a Data Protection Impact Assessment prior to permitting any staff member to process any personal data at home and/or to provide staff members with additional data protection training.

6. EQUIPMENT AND COMPANY DEVICES

6.1. Where necessary and appropriate, the Company will provide staff members who work from home with equipment to enable them to work effectively. If necessary, staff members working from home will provide the Company with access to their premises for the purposes of setting-up, maintaining and testing equipment that the Company has provided.

6.2. Staff are responsible for the care and safekeeping of all Company equipment and documentation supplied to them or used by them during the course of their employment or engagement. If any such property is lost or stolen, the staff member should immediately notify their line manager. All property belonging to the Company must be returned immediately upon request and in any event at the end of the staff member's employment or engagement. Staff must not misuse Company property or use it for any purpose other than the proper performance of their duties.

7. WORKING HOURS

7.1. Staff members working from home should observe the normal working hours stipulated in their contracts, including any breaks.

7.2. Any requests to alter contractual working hours must be made in accordance with the Company's Flexible Working Policy.

8. SICKNESS ABSENCE

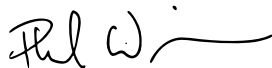
8.1. The Company's usual sickness absence procedures apply to staff who are working from home. All staff members who work from home should refer to the Company's Sickness absence policy.

9. COMMUNICATION AND PERFORMANCE MANAGEMENT

9.1. The Company's performance management procedures will apply to members of staff who work from home.

9.2. The Company may require regular communication with staff members who work from home, including by phone, email, video conferencing or face-to-face meetings. This will be agreed with staff members individually.

Signed:



Phil Winder

Sparqa Resource: WORKING FROM HOME POLICY

CEO

8 August 2022