

Introduction

At Speedy Hire, we want to support our colleagues in performing well, as well as having a great work-life balance by providing flexibility in working times and location, dependant on the role that they do. No matter where you work, we want to ensure all colleagues remain connected and have a sense of belonging to their Speedy Family.

These guidelines have been developed to support our framework for hybrid working. We appreciate the opportunity for hybrid working may not be appropriate for everyone as it will depend entirely on the role that you do, the area you work in, and the level of supervision required.

Key Principles

- Hybrid working is based on trust. We expect you to choose the best times, places and technology required to match the work that you do. Your personal preferences must balance against the needs of the team, the business and more importantly, our customers.
- We understand that physical presence is not a measure of great performance – this will be evaluated on the impact that you have to the business, against your objectives and the output you deliver.
- We are committed to making sure that you have the right technology and equipment available to support this new way of working.
- Hybrid working should never impact the levels of quality of service to our customer or other colleagues within the business.
- We love the fact that Speedy Hire feels like a community and that interaction at work is important for the wellbeing of everyone working for us. We will always continue to provide a safe office environment for you to collaborate and connect with each other. That being said, we also still have a duty of care towards you when you are working from home and ask that if you ever require support, you speak to your manager at the earliest opportunity.
- We know that there may be times when being present in the office is important, especially if you are new to a role, department or are working with colleagues you may not have worked with before. In these circumstances, we encourage you to attend the workplace to familiarise yourself with the facilities and onsite support that we have available.

Things to Remember

- Whilst we want everyone to benefit from the flexibility Speedy Hire has to offer, unfortunately hybrid working won't be available for those who need to physically be in their place of work to complete their roles (for example, if you are customer facing in a depot or working within our logistics operation).
- Hybrid working is an informal agreement between colleagues and their managers and is entirely at Speedy's discretion. It does not change your contractual terms and conditions of employment in respect of working hours or location of work, and we may need to change your ability to hybrid work from time to time without notice, depending on business needs.
- You should check your rent, lease or mortgage agreement to ensure there are no restrictions regarding working from home. You should get confirmation from your home insurance, should any equipment damage your property.

- Your manager will support exploring how hybrid working may work for you and the rest of your team based on personal preferences, the needs of your role and the needs of the business.
- We will always attempt to support this way of working if it is suitable for your role. However, please remember that this type of arrangement is subject to ongoing review and is only available if your manager agrees. The ability to hybrid work can be withdrawn at any time without notice if business needs or individual performance is negatively impacted.
- As hybrid working is non-contractual and can be reviewed at any stage, we ask that colleagues remember the requirement to travel to the office when making changes to their personal situations (for example, arranging childcare, caring for pets or moving house). We will always endeavour to be as flexible as we can, and you should always speak to your manager if your situation is changing outside of work. For more permanent changes, please refer to our Flexible Working Policy.

Working Hours & Keeping in Touch

We want to empower you to flex the times that you work so you can balance your home life around the needs of your role. We trust that you'll manage your own time and ensure that you work the hours you are contracted to. However, there are some important things we need you to be aware of:

- If you are on a Speedy Work Life Balance contract, your manager may confirm the specific hours you are required to work to ensure you remain eligible.
- You should always make yourself available to others during reasonable working hours when you may be needed by your team or colleagues.
- There may be occasions where we ask that you're available at certain times to meet specific needs of the business, whether this be online or physically in the office to collaborate with others or to attend training.
- Flexing your working times should not result in additional work for other members of your team or compromise the objectives of Speedy Hire or your department.
- If you choose to work late during unsociable hours, please be courteous and respectful to your colleagues who will not be expected to respond to you outside of their usual working hours. You should delay sending emails until the next working day.
- You should avoid communication channels that may disturb others outside of normal working hours, such as telephone calls or text messages.
- You will not be entitled to any additional payments or overtime if you choose to work unsociable hours or more hours than you are contracted to do (unless your role specifically accommodates it). If this becomes a regular occurrence, we ask that you speak to your manager to discuss your workload and any challenges you may have.

Health & Safety

Managers should ensure there is always appropriate cover on site regarding fire marshals and first aiders. If there will be instances of lone working, alternative arrangements may be required and you should consult with your local SHE Advisor.

If you are setting up a workstation to work remotely or at home, you should complete the display screen equipment eLearning module which can be found on People Fluent. This will take you through a workstation

self-assessment to ensure your workstation is safe, supportive and free from any risk. You should also always ensure any confidential information and/or data is treated with care.

Colleagues who work remotely or at home must ensure they have a secure, private and appropriately lit and heated space to work in, with a reliable and secure internet connection.

If you are ever working from a public space, you should remain mindful of any potential confidentiality breaches (who can overhear you?) or any IT security risks. If any equipment is lost, damaged or stolen, you should report this as soon as you become aware of the problem.

If you need any reasonable adjustments to be made to your workstation, office or other location due to a disability or any other appropriate reason, please speak to your manager as soon as possible.

When working on site, please ensure you are aware of how to evacuate the building in the event of an emergency and that you have completed all fire safety training that has been assigned to you.

Your Wellbeing

We know that for many of you, hybrid working can boost your wellbeing, however:

- It can be really easy to lose track of time and work more hours than you usually would when working remotely, this is because you do not have the travel time. It is important that you take regular breaks, at least 20 minutes if working for 6 hours or more to make sure you reenergise and move away from any computer screens. Hybrid working should not significantly change how many hours that you'd usually work.
- Hybrid working should not be used as a way of avoiding taking sickness leave if you are unwell. If you are too unwell to work, you should take time away from the business until you have recovered. Please refer to our Sickness Absence Policy for more information.

Financial Support

We want to ensure that you have the right set up at home to be able to work effectively and to support this, we offer new colleagues the ability to purchase equipment up to the value of £150. Anything you purchase should be approved by your manager beforehand (as we may already have stock available) and you should submit receipts via the usual expenses system.

If at any point during employment you feel your home-equipment is reaching the end of its shelf life or you are starting to have technical difficulties, please speak to your manager who may be able to support replacements.

Specialist Equipment

There may be occasions where you require specialist equipment to support you for a brief period of time, or even longer term. Examples of this may be that you need a more appropriate desk chair if you have recently been diagnosed with a medical condition affecting your back or legs, or during the course of a pregnancy, where you may require a chair with more support.

In these circumstances the process will be the same as if you require specific equipment in an office environment. Please notify your manager and engage with your local SHE Advisor, who will advise and help you choose appropriate items from our suppliers. All specialist equipment purchased through our suppliers must be returned to us when it is no longer required (resolved medical condition or if you leave employment) so it can be utilised elsewhere.