

# UK Research and Innovation

## Field/Mobile Working Policy

### Management Guidance

This document sets out UKRI Field/Mobile Working Policy, which is contractual. It also provides additional guidance for managers, employees and HR in the handling of Field/Mobile working standards, which is contractual. Any additional guidance which is shaded grey is not intended to be legally binding and does not form part of UKRI's Field/Mobile Working Policy Standard policy and procedure.

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## UKRI Field/Mobile Working Policy

### Policy Statement

UKRI head office functions are located in Swindon with other offices based in London and Bristol. Council Centres, Institutes and Units all have fixed working locations. However, the activities undertaken in specific functions within the organisation are “field based”, on a UK and international wide basis.

As such, it is logical for employees in identified roles to be contractually identified as field/mobile workers, and as such based from home (although noting that the majority of their work will be done away from home and therefore will be referred to as “Field/Mobile Working”).

This policy aims to define the principles and arrangements that apply to employees of UKRI, whose formal, contractual status is recorded as field/mobile working (home based).

This policy does not apply to the research activity of working in the field.

### 1. Principles

- 1.1 Present the opportunity to offer our field/mobile working staff a more flexible way of working. As their roles involve a large amount of travel, this will help them to achieve more of a work / life balance.
- 1.2 Help staff in reducing additional and unnecessary travelling time, therefore giving the opportunity to utilise their time more productively.
- 1.3 Reduce the requirement for relocating staff: containing costs, reducing domestic disruption for employees and their families. This applies to both new recruits and existing staff who may change their role(s). This also presents the opportunity for the organisation to optimise, where appropriate, the national recruitment pool.
- 1.4 UKRI recognise the need to have effective and open lines of communication between line managers, field/mobile working colleagues and office based staff. Responsibility lies with line managers to ensure field/mobile working staff are aware of this policy and should constantly review methods of communication are adequate for all parties involved.
- 1.5 UKRI recognises that from time to time employees based in the location of their main offices may need to work from their home or other locations. This enables mutual flexibility, effective working and promotes our efforts towards ensuring that UKRI is a great place to work. Similarly a short term home working arrangement may be appropriate to accommodate particular personal or work related issues. Whilst these arrangements form an acceptable and mutually beneficial way of working, they do not constitute a contractual field/mobile-based arrangement. Please see the UKRI Home Working Guidance for further information.
- 1.6 Further details on the practicalities of field/mobile working can be found in [Appendix A](#).

### 2. Delegation

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- 2.1 Line managers are authorised to make decisions in line with this policy. Where necessary, UKRI local HR teams will be able to provide advice and guidance on policy application.

### 3. Identification of Field/Mobile Working Roles

- 3.1 The requirement and suitability for roles to be contractually Field/Mobile Working (home based) will be assessed in line with consistent criteria. Role requirements:

3.1.1 If the role requires the job holder to be necessarily away from the office, on business (for example attending meetings, visiting stakeholders and varying locations), for on more than 60% of the working week averaged over a course of a rolling 24 months, then that role may be classed as Field/Mobile Working.

3.1.2 Field/Mobile Working is not a form of “dual location” working due to the requirement to travel to multiple locations. Field/Mobile Workers are not subject to dual location tax liabilities, if a role is likely to require attendance in one location on a regular basis then advice should be taken from HR.

### 4. Policy Review

- 4.1 This policy will be regularly reviewed to incorporate any legislative change. Trade Unions may request that the policy is reviewed.

### 5. Amendment History

Version	Date	Comments / Changes
0.1	1 April 2018	Publication

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### Appendix A – Field/Mobile Working Practicalities

#### 1. Health and Safety

- 1.1. UKRI has a duty of care to all employees and must comply with health and safety legislation. This applies whilst working at home, in the field or when travelling on company business as well as in the Swindon, London, Bristol or defined offices.
- 1.2. All contractual field/mobile working employees will be required to undertake regular DSE risk self-assessments. There is no obligation on UKRI for office equipment or furniture to be provided. However, any identified risks will be resolved on an individual basis, including reasonable adjustments and the provision of specialised equipment for employees with disabilities.
- 1.3. All electrical equipment provided by UKRI is covered by the Electricity at Work Regulations 1989 and must be regularly inspected. The mains supply of electricity for field/mobile working staff remains their own responsibility.
- 1.4. As accidents and injuries which occur whilst working must be reported to the employer by way of normal reporting procedures, wherever they occur, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 complied with, field/mobile working employees should report any serious occurrences whilst working at home or in the field to their line manager, and via the accident reporting system, as soon as possible. A basic first aid kit should be available in the home, provided by the employee.
- 1.5. Field/Mobile working staff should ensure that they take appropriate breaks and be aware of establishing boundaries between work and home responsibilities. In addition to being a necessary work practice, regular communication with line management and colleagues provides an important support network. Good management should include proactive ways to integrate home workers in to their team and the organisation. This will include the attendance of team and line management meetings.

#### 2. Confidentiality, Security and Information Assurance

- 2.1. All UKRI assets, including data and information, must be safeguarded and stored in line with the UKRI Data Protection Policy and Information Security Incident and Data Breach Policy, together with the Information Assurance Policy, legal and public sector requirements. The principles of the General data Protection regulations (GDPR) and the Freedom of Information Act 2000 must be applied and confidential and sensitive information protected.
- 2.2. All information security related incidents, including any near misses, should be reported immediately to the Information Manager and your Line Manager. In the event of not being able to reach the Information Manager, please notify the UKRI Head of Information Governance.
- 2.3. Confidential documents must be appropriately disposed of. Paper documents must be shredded, using a cross cut shredder or brought to one of the UKRI offices for safe disposal.

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Memory sticks (which must be encrypted) must be returned to the appropriate IT service location for appropriate disposal or cleansing.

- 2.4. Provided that due safeguards have been put in place UKRI will cover any unavoidable damage to its property. If the damage is due to a third party's negligence, UKRI reserves the right to require the employee to pursue a remedy with the third party on its behalf. UKRI does not take out insurance cover and will not contribute to household insurances. However, we do not expect field/mobile working employees to provide insurance cover for any equipment belonging to UKRI.

### **3. Expenses**

- 3.1. For employees contractually working from a home base, the HMRC deems all travel from this home base to undertake their duties to be business travel; therefore associated expenses are reclaimable and non-taxable.
- 3.2. Other reclaimable expenses include postage and courier costs. Telephone and broadband costs will not be covered by expenses unless, in exceptional circumstances, additional costs and/or poor network coverage can be demonstrated.
- 3.3. All expenses must be submitted, with receipts, in line with UKRI Travel and Subsistence Policy.

### **4. The Right to Enter employee's home as nominated place of work**

- 4.1. UKRI reserve the right to enter the home of field/mobile working employees, if required, to install or maintain equipment, recover property on termination of employment and to carry out any required health and safety risk assessments.
- 4.2. If entry into the home is required, prior arrangement will be made and any representative of UKRI will carry formal identification and work with due regard and respect for the home environment.

### **5. Responsibilities of Managers and Employees**

- 5.1. UKRI reviews the performance of all employees. This must be done on a consistent and fair basis. Managers must give consideration to the issues presented by field/mobile working, such as the reporting and review of work, support and guidance. They should also ensure in setting objectives that fair assessment and visibility is established.
- 5.2. UKRI reserves the right to require office based working if this is an organisational requirement.

### **6. Contractual Provision to end Field/Mobile Working**

- 6.1. UKRI may require a contractual provision to end field/mobile working in any arrangements put in place. UKRI reserves the right to withdraw / terminate the field/mobile working arrangements in respect of particular roles in future, should the needs of the business require this, in consultation with the affected employee(s) and their recognised Trade Union.

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- 6.2. In the case where field/mobile working is being withdrawn due to performance / disciplinary issues, this must be done in line with the UKRI capability policy.