



Hybrid Working Policy

Purpose

At Repair & Share Foyle, we recognise that flexibility in where and how we work is key to supporting your well-being, improving work-life balance, and fostering productivity. This policy outlines our approach to hybrid working, ensuring it remains inclusive, and operationally effective.

We are committed to offering hybrid working where possible, while maintaining the collaborative and community-focused ethos of our organisation.

Scope

This policy applies to all employees of Repair & Share Foyle who meet the necessary criteria for hybrid working. Hybrid working is a blend of remote and workshop work, designed to provide flexibility while ensuring organisational needs are met.

Reference	Version	Date released	Approved by
RSF-010	1		Caroline McGuinness-Brooks
This policy is communicated and published on the Repair & Share Foyle website for all interested parties.			
This policy is communicated and published on the Repair & Share Foyle website for all interested parties. The most recent version of this policy is in the Repair & Share Foyle electronic handbook.			



Eligibility Considerations:

To be considered for hybrid working these considerations must be made:

- Does hybrid working align with your role and responsibilities?
- Your role may require a greater workshop presence due to operational or service delivery needs.
- Requests for hybrid working will be considered fairly and consistently as we want to support work life balance where possible.

You should discuss your preference with the Programme Lead, who will assess feasibility based on:

- Job role and operational requirements.
- Team collaboration needs.
- Your performance and responsibilities.
- Health and well-being considerations.

Hybrid working is granted at the organisation's discretion and may be reviewed periodically.

Hybrid Working Arrangements

Work Locations

If approved for hybrid working you can split your time between:

- **Remote Work (home or alternative location)** – You need to ensure they have a suitable workspace, considering a workstation setup.
- **Office-Based Work** – You will be requested to attend the office on agreed days to maintain collaboration.

The specific ratio of office-to-remote work will be determined based on Repair & Share and individual needs.

Core Expectations

When working remotely you are required to:

- Maintain regular communication with the Programme Lead.
- Be available during agreed working hours unless otherwise arranged through a flexible working agreement.
- Adhere to data security and confidentiality guidelines.
- You must ensure your home working setup is safe and ergonomic.
- The organisation may conduct risk assessments or provide guidance to support a healthy work environment.



Flexibility & Adjustments

Hybrid working should be adaptable to changing circumstances. You may request adjustments, such as:

- Temporary increases in remote work for health, family, or personal reasons.
- Changes to workshop days to align with personal or operational needs.

Requests should be discussed with the Programme Lead and will be accommodated where possible.

Health, Well-being & Support

At Repair & Share Foyle, we prioritise your health, safety, and well-being in all working environments. We will also encourage open dialogue to enable us to provide the most appropriate support for your circumstances.

Well-being & Work-Life Balance

- You should establish clear boundaries between work and home life to prevent overworking.
- Regular check-ins with the Programme Lead will provide support and ensure well-being is prioritised.
- If you are experiencing difficulties with hybrid working you should seek support from the Programme Lead.

Mental Health & Isolation Prevention

To prevent feelings of isolation, you are encouraged to:

- Engage in regular team/volunteer meetings and social interactions.
- Maintain open communication with colleagues and volunteers.
- Access mental health support if needed.

Team Connectivity

- Regular team meetings (virtual or in-person) will be scheduled to maintain alignment.
- Collaboration tools (e.g., email, messaging apps, shared documents) should be used effectively.

Manager Check-ins

- The Programme Lead will conduct regular one-to-one check-ins to discuss progress, challenges, and support needs.



Response Times

- You should be responsive during core working hours unless flexible working has been discussed to support work life balance.
- If unavailable due to personal commitments, the Programme Lead should be informed in advance.

Technology & Security

Ensuring data security and IT efficiency is essential for hybrid working.

Equipment & IT Support

- You will be provided with necessary IT equipment where required.

Data Protection & Security

- You are required to follow GDPR and confidentiality policies when handling sensitive data remotely.

Reviewing & Adjusting Hybrid Working

Hybrid working arrangements will be monitored and reviewed regularly to ensure they remain effective and drive the organisation forward.

Review Process

- Individual hybrid working agreements will be reviewed periodically in consultation with you.
- If adjustments are needed, discussions will take place to ensure fairness and feasibility.
- New hybrid working arrangements may be subject to a trial period.
- The organisation reserves the right to modify or revoke hybrid working arrangements if it's proving ineffective for the organisation.