



# Home working policy

This policy also covers working from any location, either on a short-term or longer-term basis.

At ITV we're committed to helping you achieve a positive work-life balance. Occasionally, or for some people more frequently, you may need or want to work from home or away from your current work environment. Because we now work in a more modern digital world, it's possible for some people to work from home or a different location, where it still meets the operational needs of the business.

The aim of this policy is to explain what home working is, what arrangements will apply to home workers and how you can apply to work from home. You should read this policy in conjunction with the flexible working policy.

## What is home working?

Home working is when:

- your contractual place of work is at home, for either some or all of your working week
- you work from home on an ad-hoc basis (remote working)
- you work away from your contractual base (mobile working)

We will also consider any requests for working at another location, whether ITV or otherwise.

## Is home working suitable for me?

Operational requirements are different in every department and not all roles are suitable for home working. These questions may help you determine whether or not home working might be possible for you:

- Is it possible to perform your role in a different work environment and still meet operational requirements of your part of the business?
- Is your home a safe working environment?
- Will there be a negative impact on your colleagues and your department, other departments or external clients you work with?
- Are there any system access/equipment requirements you need, which couldn't be accommodated at home?
- Are there cost implications (and are these reasonable)?
- Do you have the necessary skills to work from home (e.g. self-discipline, organisation, effective time management)?

Occasionally for business reasons you may be asked to change your work location to be based at home. In this event we would consult with you on an individual basis and all available options would be considered with you.

## How do I request working from a different location?

All colleagues who have successfully passed their probation period can make a request. Any request for occasional/ad-hoc working from a different location should be discussed informally with your manager (see below).

If you wish to request home-working or working from another location on a longer-term basis, this should be requested under ITV's flexible working policy. Please read the flexible working policy and if you would like to make a request, it should be made in line with the requirements under that policy including:

- Having a conversation with your manager about your request. Managers should look at requests on a case-by-case basis and consider the impact of you working away from the office.
- Refer to the guidance notes on Compass, in relation to You and Your Workplace/Working from home. Any issues or risks you identify from these must be addressed before any home working arrangement can begin.
- If your request is accepted, then you or your manager must email your Head of HR / HR Business Partner and HR Services, copying in each other, telling them what's been agreed.
- HR Services will confirm any change to your location or base.

If your request is unsuccessful, your manager will tell you the reasons why and you will have the right to appeal the decision in line with the flexible working policy.

All requests will be considered on an individual basis in line with the flexible working policy. You can choose to be accompanied to any formal meeting by a work colleague, a recognised Trade Union representative or an ITV Ambassador.

### **Informal arrangement**

You may need to work from home on an ad hoc or short-term basis. In this case you and your line manager may decide to agree this locally.

### **Hours of work**

Your working pattern will be agreed in advance with your manager according to your department's operational requirements.

You must take adequate rest breaks in line with the Working Time Regulations (WTR). Please refer to the WTR policy on the ITV intranet for further information. If you wish to work more than 48 hours a week you must discuss this with your manager and complete a WTR opt out form (rest breaks will still apply).

### **Keeping in touch with your team**

We will want to keep in regular contact with you and you will still need to communicate with your line manager and colleagues during working hours as part of your role. You may need to come into the office for training, Talking Performance discussions, team briefings and other meetings that are operationally necessary, as determined by your manager. If this is not possible, we may visit you at home for these discussions and other work-related matters such as delivering/collecting work and discussing health and safety issues.

### **Equipment**

It is expected that, if you are working away from an ITV location, you are responsible for providing any additional technology equipment (including accessories) in addition to the equipment ITV provides as standard for your role. You should also provide your own desk, chair and a broadband connection. If you require any reasonable adjustments under the Equality Act then please discuss this with your manager or HR contact.

Where you are providing your own equipment ensure it has been through the necessary safety checks and that the appropriate anti-virus software has been installed. You are responsible for taking good care of any ITV equipment and for ensuring that it is used and maintained in line with our Technology policies. Please ensure that you have read and understood ITV's Acceptable Use Policy in the [Code of Conduct](#) in advance of any agreement to work at a different location.

### **Security**

No one else should be able to access or use any of your work equipment and you are responsible for keeping all documents and business information secure at all times.

You should ensure there are no restrictions on you using your home as a place of work with lease, tenancy or mortgage arrangements, house insurance or any planning laws restricting the use of your home for work purposes.

### **Health and Safety**

All of our ITV policies would still apply. Information on how you can set up your workstation can be found on Compass under You and Your Workplace. If you are experiencing pain or struggling to get the best setup then please contact ITV's Health and Safety Team.

Your work environment must be suitable and free from distraction and appropriate child or dependent care must be in place during working hours if applicable.

### **Changes to a home working arrangement**

There may be times when we need to alter an existing home working arrangement. This might mean a return to working exclusively in an office environment, or to vary the proportion of time spent working from home.

If you or your manager become concerned that there's a problem with an existing arrangement or if it's no longer working for both or either party, it will be discussed with you and all available alternative options will be considered. If your working arrangement is altered, brought to an end, or if an alternative work location is identified, you would be given as much notice as possible of any changes.

Under our flexible working policy, colleagues can request a change to their working arrangements once within a 12-month period. We will look at all requests fairly and in conjunction with the operational requirements of your part of the business, potential business impact and cost.

If you have any questions about this policy, please contact your divisional HR Services team.

If you require any reasonable adjustments or have any accessibility needs to support you through this process, please talk to your line manager/HR contact.