



Severn Group

# Hybrid Working Framework

JUNE 2022

'The opportunity of hybrid working will support flexible working practices, that offer value to our employees that is underpinned by Health & Wellbeing'

# Introduction

The COVID-19 pandemic has forever changed the future of work for many of us, as we were forced to adapt quickly to remote working environments.

Severn Group recognises the need to develop hybrid working practices to enable our people to maximise their performance and productivity to achieve our vision to be the leading valve specialist for severe and demanding applications, whilst maintaining a good work-life balance.

As a Group, we are supportive of hybrid working where it is appropriate and compatible with business needs and this framework gives guidance on how hybrid working may be adopted in your Division or Region. This framework does not give you a contractual right to do so, the head of the Division or Region will be responsible for identifying the roles that are suitable for hybrid working.

It is important to note that hybrid working may not work for everyone and very much is a personal choice, therefore, it is an optional way of working for you. If you wish to continue to work from our Company premises for all of your contracted days, and not take the option of working from home, you should continue to do so.

If your role permits it and it is sanctioned by your line manager, you may work up to 3 days of your contractual working week from home.

Please note that this framework does not impact individuals (e.g., Sales roles) that are permanently based from home.

Everyone at Severn Group contributes to our success, we want you to be empowered to positively impact business achievements with the wellbeing of our people being paramount, we hope you welcome the guidance that this framework provides.



*Work up to a maximum of 3 days from home.*

*When we refer to 'hybrid working', this means if it's viable with your role, you are able to work from home on certain days of your normal working week.*

*References to 'workplace' mean our company premises.*

# The Expectation

## What is Hybrid Working?

Hybrid working gives you more choice over deciding where you work best, in a way that balances the needs of your Division or Region, your team and yourself. It offers a mix of working remotely, at home and working at the Company premises. Where and how you choose to work might depend on the task you are doing and the kind of role you have.

## If you take up the option of hybrid working, you will be required to:

- Work independently, motivate yourself and use your own initiative, adapting to new working practices, as necessary.
- Manage your workload effectively and meet any applicable deadlines.
- Make appropriate childcare/dependent care arrangements to enable you to focus on your work during your working hours.
- Identify and resolve any new pressures created by working at home.
- Keep in regular contact with your line manager and colleagues.
- Attend the workplace when requested for meetings, presentations and events that are deemed important by management.
- Wear smart office attire during your working hours.

## You may not be allowed to adopt hybrid working or are required to cease hybrid working if:

- You need to be present in the workplace to perform your duties, for example, to use equipment that is only available in the workplace, or where your job requires significant personal interaction with colleagues or third parties that would not be as effective if carried out remotely.
- Your performance was identified as below expectation in your most recent appraisal.
- Your line manager has advised you that your current standard of work or work production is unsatisfactory.
- You are under a disciplinary sanction or equivalent
- You need direct/regular supervision or support to deliver acceptable quality and/or quantity of work.

*We commit to full compliance, but we also promote a wider business culture of good ethical practice and diversity. Defined by fairness and transparency, underpinned by inclusive communication to inspire trust and respect; we challenge and support one another to achieve our shared goals.*



# The Approach

**It is important that you follow the spirit of the Severn Group's approach to hybrid working and this includes:**

- Working from your home address when you are not working at the workplace.
- If you are thinking of moving home, you should speak to your line manager in advance to discuss whether your home or hybrid working arrangements will still be feasible – considering, for example, whether your new home address is within a reasonable commuting distance of the workplace.
- If at any time you wish to work from a location other than your home address, either on a temporary or a permanent basis, you will need to seek written agreement from your line manager in advance.
- If you wish to work from abroad at any time, you will need to obtain separate written approval from your line manager in advance.
- If we agree to you working from a location other than your home address on a temporary basis, we reserve the right to require you to return to work from your home address with reasonable notice.
- Being expected (this could be at short notice) on request to attend the workplace or other reasonable location - on days or at times when you would normally be working from your home address - for purposes such as meetings, training courses or other events, as necessary
- You understand that when you do attend the workplace, you may have to hot desk or share a desk with someone else.

# The Approach

## Performance

- You are expected to be productive and deliver your objectives, living and breathing our Group values, no matter where you work from.
- Your line manager will continue to supervise you and assess your performance and will regularly review your home or hybrid working arrangements and take steps to address any problems.
- As a home or hybrid worker, you will be subject to the same performance measures, processes and objectives and conduct rules that would apply if you worked at the workplace.



**Excellence**



## Training and development

- Your access to training and development opportunities will, wherever possible, be the same as for staff who are wholly based in the workplace.
- In relation to applications for internal vacancies and promotions, these roles may not have the same opportunity for hybrid working that you currently experience, therefore you are expected to find out the requirements for the role, should you wish to maintain your working practices before you apply.

# The Approach

## Communications

- Your line manager will keep you up to date with communications and information relevant to your work.
- You must ensure that you maintain regular communication with your line manager and colleagues as needed for the performance of your work.
- As a hybrid worker, it is important that you are proactive and seek out information which is posted on the Group's systems to keep yourself up-to-date and connected.
- If you are required to have Teams calls with external parties (Customers, suppliers, etc) you must use a branded Teams background.



## Accountability

## Equipment

- Other than the essentials such as your company laptop or PC you are required to ensure you have sufficient and appropriate equipment for working from home.
- You must ensure that your internet connection is sufficient to be able to carry out your duties effectively.
- Any personal equipment you use when working from home is your responsibility and we will not be responsible for providing, maintaining, repairing, or replacing any equipment in the event of loss or damage to any personal equipment you may use when working for us.
- Please inform us if you have a disability which means you need any special equipment to work from home safely and comfortably. In such cases, we will discuss with you what equipment or adjustments to your home workspace you may reasonably need.
- We are not responsible for the associated costs of you working from home including the costs of heating, lighting, electricity, internet access, or telephone calls.
- We will pay all charges on any mobile phone provided by us, on the condition that you use it only for work-related purposes.
- If you need to purchase any stationery or send any documents or other materials by post or courier in the course of your duties, you should obtain appropriate receipts and reclaim such costs in accordance with the Travel & Expenses Policy.
- All Company property must be returned as and when requested.

# The Approach

## Mental health and wellbeing

- It is important that your working patterns and levels of work do not negatively impact on your health and wellbeing.
- If you are concerned about your health or wellbeing in relation to your home or hybrid working arrangements, including your working pattern or workload, please speak to your line manager in the first instance.
- You should ensure that you take regular breaks away from your screen during the working day. This is particularly important when working from home as the natural interruptions in a workplace environment aren't present.
- We encourage you to take a lunch break and take time away from your working environment each day when you are working at home, whether this is going for a walk or just taking some relaxation time. If you were in the workplace, you would have natural breaks during the day to catch up with a colleague or share an idea/issue.
- Please refer to your local employee assistance programme for further information about the support we can provide for employees' wellbeing.

## Health and Safety

- Home and hybrid workers remain subject to the Company's Health and Safety Policy and have the same responsibilities for Health and Safety as other employees.
- You have a duty to take reasonable care of your own Health and Safety and that of anyone else who might be affected by your actions and omissions. You must participate in our usual Health and Safety training courses, read relevant documents, and undertake to use equipment safely.
- We have the right to carry out a risk assessment of your working area at home for Health and Safety purposes. This may include a remote risk assessment. Usually, a risk assessment will be undertaken before or shortly after you begin home or hybrid working. Further risk assessments may be conducted if we consider them necessary – for example because your role or your working environment changes. The need for such assessments will depend on the circumstances, including the nature of the work undertaken.
- You must not have in-person meetings in your home with customers/clients/colleagues and must not provide your home address or telephone number to customers/clients.
- You must report any health and safety concerns to your line manager in accordance with the Health and Safety Policy.

# The Approach

## Data security and confidentiality

- You must take all necessary steps to ensure that private and confidential material is always kept secure, including when travelling to and from the workplace.
- Your line manager must be satisfied that all reasonable precautions are being taken to maintain the confidentiality of material in accordance with our requirements.
- You agree to comply with our instructions relating to IT and document security, as set out in the Group's Data Protection Policy.
- You confirm that you have read and understood our policies and that you will regularly keep yourself informed of the most current version of these policies.
- If you suspect or discover that there has been a personal data breach, or an incident involving the security of the company, client, customer, or staff information, you must report it immediately to your line manager or the Data Protection Officer.

## Insurance

- Working at home may affect your home and contents insurance policy, mortgage, lease, or rental agreement. You must make any necessary arrangements with your insurers, bank, mortgage provider or landlord before commencing home or hybrid working.
- Our employer's liability insurance policy covers you when you are working at home. You must report any accidents to the Health and Safety Officer immediately in accordance with the Health and Safety Policy.

## Termination of home or hybrid working arrangements

- We reserve the right to terminate your hybrid working arrangements, for example, if your role changes such that home or hybrid working is no longer suitable, subject to one month's notice.
- If you wish to terminate your home or hybrid working arrangement, you must notify your line manager in the first instance, providing at least one month's notice. We will only be able to accommodate your request if there is sufficient office space and a suitable desk for you.
- If you receive an unsatisfactory rating in your performance review or are subject to a formal performance or conduct caution or warning for any reason, we reserve the right to terminate your hybrid working arrangements and require you to work at the workplace.
- On termination of your hybrid working arrangement, you may be required to return certain equipment provided by us. If termination of your home or hybrid working arrangement also involves termination of your employment, you will be required to return all equipment provided by us.





At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



**Customer**



**Integrity**



**Excellence**



**Accountability**



**SEVERN**  
Superior Valve Engineering