Remote Working Policy

This Remote Working Policy outlines the guidelines and expectations for remote working at MBKB. It is designed to ensure that employees and apprentices/learners who work remotely maintain a high level of productivity, meet their job responsibilities, and adhere to company policies while working offsite. This policy also aims to promote a healthy work-life balance and ensure the safety and security of remote work environments.

Remote Work Environment

Remote workers are responsible for creating a suitable and safe work environment at their chosen remote location. This includes ensuring that the space is free from hazards and distractions and complies with local health and safety regulations.

Remote workers must have access to a reliable high-speed internet connection, MBKB will issue appropriate computer equipment and the relevant software and tools required to perform their job responsibilities. During onboarding of new team member, a work environment health check is completed and any required equipment to ensure health and safety for the individual is available at their request.

Screen protectors should be used if working in a public space, such as a café, train or library. When not working from your home office with your MBKB supplied health and safety equipment this is at your own risk.

No MBKB team members are permitted to carry out or attend sessions with employers/apprentices while not in their agreed homework environment unless in a private, quiet and controlled room or space. This is to protect GDPR and employers/apprentices where personal and possibly sensitive information could be shared.

Remote workers are expected to create a suitable and professional work environment at their chosen remote location. While remote working offers flexibility, it is important to understand that public areas, such as café's, parks, shopping centres or other non-private spaces are not conducive to conducting effective teaching sessions with apprentices.

It is the responsibility of the remote worker to maintain the confidentiality and security of company data and documents.

Security and Data Privacy

Remote workers must follow the company's data security and privacy policies to ensure the protection of sensitive and confidential information.

Company issued devices and software only should be used for work-related activities, no use of personal devises or software is permitted for MBKB activities.

Public WIFI networks should not be used on MBKB equipment, as information shared via these networks is not secure and could put our cybersecurity status at risk. If working outside of the home environment, MBKB phone hotspot Wi-Fi must be used, this must always be password protected.

Health and Safety

The company is not responsible for the safety and maintenance of a remote worker's home office unless this directly relates to the maintenance of a piece of equipment supplied by MBKB. In this case, report any concerns to your Operations Manager as soon as possible. Remote workers are expected to follow local health and safety guidelines and maintain a safe working environment.

Working Hours and Communication

Remote workers are expected to adhere to their agreed-upon working hours, as per their employment agreements.

MBKB expect a high level of customer service both externally and internally. Remote workers are required to stay in regular contact with their managers and colleagues through appropriate communication channels, such as email, Slack and Teams. They must be available for meetings, collaboration and communication during peak working hours (9am-5pm).

Attendance and Time Tracking

Remote workers must accurately track their work hours and activities using a Google online calendar. This should be shared with the Line Manager, Learning and Development Manager, team, Directors, COO and CEO as a minimum. Line Managers will agree on any further sharing required.

Unauthorised and excessive absenteeism, lack of productivity or unavailability during working hours will be addressed by the management team.

Review and Amendments

This policy will be reviewed periodically to ensure its effectiveness and relevance.

Amendments to this policy will be communicated to all remote workers.

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