



Principle 1



Principle 2



Principle 3



Principle 4



Principle 5



Principle 6



Principle 7

FLEXIBLE WORK

This Flexible Work Policy Template aims to assist signatories of the Women's Empowerment Principles to establish a clear and balanced system for employees working from home and working remotely. The text can be used as is or customized according to your company's requirements. Flexible work refers to a work structure which deviates from the traditional eight-hour office workday. Flexible work is not just about allowing flexible hours; flexibility encompasses many different working patterns around where, when and how someone works. It is ultimately about integrating effective ways of working which leverage employees' physiological and psychological energy to deliver sustainable performance and quality work output while also supporting the balance of private and personal life.

I. OUR COMMITMENT

The Company is committed to ensuring that we provide a positive working environment for all of our people and a culture that enables everyone to reach their potential. We believe that giving our people greater control in how they manage the whole-life balance between home and work life is a key component of achieving higher levels of engagement and performance as well as supporting your wellbeing. Enabling our people to work in a more agile way, for example from home or from another relevant site, is key to successfully managing that balance and the Company vision is to make agile working a possibility for everyone.

Building on our existing commitment to the Women's Empowerment Principles, this document sets out guidelines for when Company employees work in a location other than the office.

- The Company is a signatory of the Women's Empowerment Principles (WEPs) since 20__.
- Signing the WEPs was part of our overall goal to promote gender equality and women's empowerment in the workplace, marketplace and community.
- As part of this commitment, we believe strongly in whole-life balance of all our employees.

II. SCOPE

This document applies to all Company employees who have been cleared to either work remotely or work from home for part of a day, a full day, or multiple days per week. It is important to keep in mind that, due to the nature of some roles, being physically present in the office during “typical” working hours is crucial. Individuals who occupy such roles should note that they are unlikely to be able to benefit from home working or remote working arrangements. However, it is always recommended that they check with their supervisor or HR representative to be sure.

III. DEFINITIONS

Whole-life balance means enjoying work while being able to balance it with quality time with family and friends, time for adequate sleep, exercise and nutrition, and time to do things that promotes overall wellbeing.

Working from home refers to when a Company employee works from their principal place of abode.

Working remotely refers to when a Company employee works somewhere other than their principal place of abode (e.g. while ‘on-the-go’, at a hotel, at a café).

IV. YOUR RIGHTS

When you work from home or remotely, you have certain rights:

- You have the right to work remotely or from home if such an arrangement has been agreed upon between yourself and your supervisor **[and any other appropriate persons]**.
- You have the right not to be treated unfairly in relation to performance, development and/or promotion opportunities for taking up the option to work remotely or from home.
- You will not be unfairly terminated for invoking this right, where appropriate.
- You have the right to be safe and free from hazards wherever you work. If you have any concerns about your location of work, please contact **[local HR representative/ appropriate person]**.
- You have the right to physically remove your Company-issued laptop, charging cable, headset, mouse and iPhone from the office, and bring them to the location where you wish to work.

V. YOUR RESPONSIBILITIES

When you work from home or remotely, you have certain responsibilities:

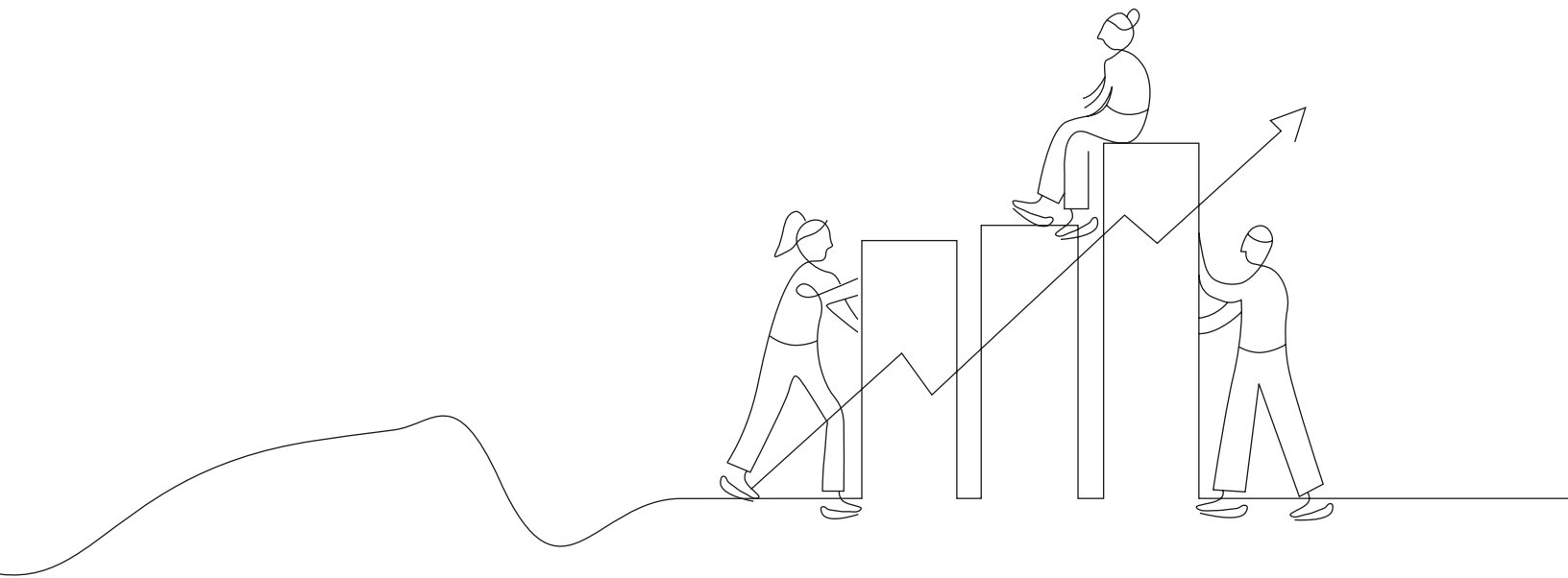
- You must communicate your working arrangements to those with whom you work.
- You must have the support of your manager and your team to work from home or work remotely.
- Your colleagues must not feel that you working away from the office has an adverse impact on them.
- You must have the technological capacity to remain in contact with, and be accessible to, the office, colleagues and clients.
- Remote working or home working must not impact on your ability to meet client and other work demands.
- You must ensure you have the necessary equipment and appropriate conditions to facilitate working away from the office. The Company will not provide financial support to enable individuals to take up home or remote working. See “Conditions for home working and remote working” below for more information.

VI. CONDITIONS FOR HOME WORKING AND REMOTE WORKING

It is your responsibility to ensure that you have appropriate conditions to facilitate home working or remote working:

- You must establish an appropriate work environment to ensure that you are not disturbed by noise or other distractions.
- You must establish an appropriate work environment which ensures that any equipment is safe to use, fit for purpose and will not give rise to any health and safety risks.
- You must take reasonable care of your own health and safety in your location of work. You should report any concerns to **[your local HR representative]**.
- You must use the Company’s remote access IT system and ensure you have the correct IT and other equipment in place to allow you to work effectively. This includes broadband connection.
- You must ensure that your computer has up-to-date malware protection and that your computer is kept up to date with all security updates.

- You must take appropriate steps to maintain the security of documents, data and information which relate to work, by ensuring that your computer is protected with a strong password, and the password is not disclosed to any third parties.
- You must also ensure that any hard-copy documents are stored securely and cannot be accessed by third parties. Loss, theft or unauthorized access of any data or documents should be reported to the Company immediately.
- In advance of agile working, you should ensure that you are able to access securely all documents you may require.
- You must comply with IT policies and procedures. The Company's right to monitor email and internet use extends to working from home or working remotely.
- You are expected to be available by phone during your normal working hours. Your work phone should be forwarded to your home, personal mobile or work mobile and you must ensure that you can receive calls.
- Business partners and colleagues must be able to contact you by email and phone on the same basis as if you were in the office.
- You are expected to work your usual contractual hours.
- You will be subject to the same performance measures and objectives that would apply as if you were working in the office.
- You should comply with the Company's sickness absence procedure as normal.
- It is your responsibility to ensure that you take rest breaks.
- You should comply with all reasonable requests by the Company to be in the office to attend training, meetings and any other business-related activities.



VII. LEVERAGING TECHNOLOGY TO PREVENT A DATA BREACH

Data protection and confidentiality is something that Company takes extremely seriously. Of particular importance in working remotely or from home is being aware of, and mitigating (to the best of your abilities), a cybersecurity breach. To mitigate such threats, you are advised to do the following:

1. If you are working from a non-Company device, follow these instructions:

(i) [Instructions]

2. If you are working from a Company device (e.g. your Company-issued laptop or iPhone), follow these instructions:

(i) [Instructions]

VIII. PROVISION OF EQUIPMENT

[Set out company policy regarding the provision of equipment to employees for flexible working]

IX. EXPENSES

[Set out company policy regarding the paying of employee expenses in relation to flexible working]

X. IMPLEMENTATION

Attached in Appendix A and B are sample forms for employees and supervisors to support the implementation of this Policy.

APPENDIX A

SAMPLE FORM FOR EMPLOYEES

I would like to...

adjust my hours.

Please describe: _____

work from home or remotely once per week.

Please describe: _____

work remotely or from home more than once per week.

Please describe: _____

work part-time.

Please describe: _____

job-share.

Please describe: _____

How would this benefit you?

Please describe: _____

How would this benefit the Company?

Please describe: _____

How would this impact your colleagues?

Please describe: _____

I foresee this requiring my contract to change Yes No

Employee signature and date

Supervisor signature and date

APPENDIX B

SAMPLE FORM FOR SUPERVISORS

My employee would like to...

adjust my hours.

Please describe: _____

work from home or remotely once per week.

Please describe: _____

work remotely or from home more than once per week.

Please describe: _____

work part-time.

Please describe: _____

job-share.

Please describe: _____

What, if any, are your concerns with this arrangement and how could these be addressed?

Please describe: _____

How do you foresee this impacting the Company?

Please describe: _____

How do you foresee this impacting colleagues and what, if any, changes may be needed?

Please describe: _____

I foresee this requiring my employee's contract to change Yes No

Supervisor signature and date

Human Resources signature and date

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DISCLAIMER:

The views expressed in this publication are those of the authors and do not necessarily represent the views of the European Union, UN Women, International Labour Organization or the United Nations and their Member States.

Edit: Proseworks








Graphic / Editorial Design: oliver.gantner@unwomen.org

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WOMEN'S EMPOWERMENT PRINCIPLES

 weps.org
 [@WEPrinciples](https://twitter.com/WEPrinciples)
 empowerwomen.org
 [@Empower_Women](https://twitter.com/Empower_Women)

- Principle 1  Establish high-level corporate leadership for gender equality.
- Principle 2  Treat all women and men fairly at work- respect and support human rights and nondiscrimination.
- Principle 3  Ensure the health, safety and well-being of all women and men workers.
- Principle 4  Promote education, training and professional development for women.
- Principle 5  Implement enterprise development, supply chain and marketing practices that empower women.
- Principle 6  Promote equality through community initiatives and advocacy.
- Principle 7  Measure and publicly report on progress to achieve gender equality.

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Established by UN Women and the
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