Return to the workplace principles

The Management Team recognises having employees back in the workplace gives rise to a more connected workforce which benefits the achievement of the outcomes we seek as an organisation. We also recognise blended working can offer staff a benefit to their wellbeing. These principles are subject to government guidance and will be regularly reviewed and updated from lessons learned from our experience.

1. As government takes us into step 4 of the roadmap, the default workplace for employees who before the pandemic had a workplace-based role will be their workplace. We will follow all government workplace guidance outlined at step 4 at all PDNPA work premises and all employees may return to work, complying with the guidance, regardless of their immunity/vaccination status.

2. The Management Team recognises the contribution of homeworking to employee wellbeing and is supportive of a form of blended working from step 4 of the roadmap in appropriate roles* for a 12 month trial period without the need for a new flexible working application. For these roles, employees can work up to 60% of their contracted hours at home per week with the intent that after 3 months this will move to up to 40%. Flexible working applications beyond this will only be considered in exceptional circumstances such as ill health, change in family circumstances or reduction in hours.

3. Employees who work at home under principle 2 :
   a. will need to discuss and secure agreement from their line manager of the details of days/time at home and their line manager will remain their first point of contact.
   b. will be expected to provide their own suitable workstation in accordance with PDNPA guidance here and have their own sufficient internet connection to effectively fulfil their role at home.
   c. cannot expect others to facilitate their working at home, for example teams such as CBST will not undertake printing requests to be sent to home addresses.
   d. will need to agree with their Head of Service using the IT principles what equipment is needed, and also if any health and safety or reasonable adjustments are required to enable homeworking.

4. If principle 3 cannot be met, at the employees own expense, an employee will be expected to return to the workplace.

5. Employees will be expected to safely return any office IT equipment to their office by an agreed date.

6. There are circumstances where the option of working from home may not be supported (for example for a new starter during their induction/under supervision, where there is underperformance or misconduct).

7. Employees are strongly encouraged to carry out a rapid asymptomatic test (LFT) for covid each week, on the day before or on the day they intend to work in the office, for as long as these tests are available and recommended.

8. Shielding is no longer in place for employees classed as clinically extremely vulnerable. Any request for adjustments by an employee will be considered on a case by case basis to determine if reasonable.

9. To support team working every employee should keep their electronic diary up to date with where they are working and if uncontactable at what meeting/site visit/commitment. When an employee is working they must be contactable by work telephone or set voicemail if uncontactable.

10. Flexitime hours have returned to between 7.00 am to 8.00pm with any exception to be agreed with the line manager. This is to prevent employees having long days by working unsocial hours and it should also improve availability and connectivity of employees during normal working hours.

*roles not appropriate include CMPT, Estate and Engagement Rangers, Visitor Centre and Cycle Hire Assistants, who were not office based previously.

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