



University  
of Exeter

## Remote Working Policy

### 1. Introduction

- 1.1 This policy outlines the guidelines and expectations for employees whose terms and conditions of employment state a remote working location. Its aims to create a balanced and flexible work practice that enhances productivity while ensuring the wellbeing of employees and maintaining collaboration across teams.
- 1.2 Remote working is when an employee works entirely from home or another space and has no fixed base at the University. Remote working is usually built into a role as a part of the job design.
- 1.3 Remote working may also be supported where staff wish to work from home as a means to accommodate a disability, assist with mental health or for other personal reasons in agreement with their manager.
- 1.4 Remote working is only permitted within the UK therefore your home location must be UK based.
- 1.5 This policy (and associated toolkit guidance) is in place to ensure clarity about the remote working arrangement offered at the University and how this can be used. It outlines the expectations for employees whose work will be completed entirely from home.

### 2. Scope and Eligibility

- 2.1 Remote working roles are usually designed from the outset as such, and it is unusual to change a role that is currently based at the University to a wholly remote role.
- 2.2 Whilst a role may be suited to remote working, its implementation may be limited by the home environment, equipment available or budget to buy equipment.
- 2.3 There may be business reasons for agreeing for someone to work from home such as recruitment or retention issues. Where this is the case, remote working may be offered for roles that are not student or customer facing.

### 3. Remote working

- 3.1 Remote working offers flexibility of when and where to work. Whilst working at home, you should be contactable during your agreed working hours. You should agree with your manager the appropriate method of communication (eg telephone, email, Teams). We trust you to manage your own time and make sure you do the hours you are contracted to do.

- 3.2 We may ask you (with reasonable notice) to be available at certain times to meet the needs of the business, to physically attend a university work location or other venue for meetings, training or other aspects of your role that cannot be completed at home. Recognising this, you should consider the implications of the distance of your home from the university.
- 3.3 Remote working should not result in extra work for other members of the team or compromise the objectives of your team.
- 3.4 You will not be entitled to any overpayments or overtime if you choose to work unsociable hours or more hours than you are contracted to do unless this is specifically agreed in advance with your manager.
- 3.5 It is not appropriate to combine homeworking with dependent care and homeworking is not an alternative to paid dependent care. You must not plan to have sole responsibility for a child or other dependant during your working hours.
- 3.6 You are expected to have a suitable and safe working environment that is compliant with DSE regulations. (See Remote working guidance for more information).
- 3.7 Where staff are contractually required to work from home as part of their employment agreement, the University will provide appropriate equipment where it is satisfied that adjustments are needed to meet its duties under the Health and Safety (Display Screen Equipment) Regulations and/or Equality Act. Any equipment supplied by the University will remain the property of the University and must be returned when your employment or hybrid working arrangement comes to an end.
- 3.8 A remote working package of IT equipment will usually be provided to the employee for the duration of the employment. You will be provided with the appropriate IT equipment and technology (including hardware and software) to effectively complete your work. Please see the IT equipment standards of [recommended IT equipment for colleagues](#). Remote employees are to use this equipment for business purposes only and are expected to take appropriate steps to keep this equipment safe.
- 3.9 Employees that work at home undertaking DSE related work, should refer to the [Workstation General Guidance](#) and the [Homeworking Guidance](#), and are expected to make as many adjustments as possible and then complete a [DSE Self-Assessment](#) of their home workstation.
- 3.10 Workplace health and safety law applies whilst working from home and the University has the same legal duty to protect your health, safety and welfare as if you were office based.
- 3.11 You are responsible for ensuring that you adhere to Information and Data Protection legislation and relevant University information security policies, when undertaking your role for the University, regardless of location.
- 3.12 In addition to adhering to the terms and conditions of the remote working policy, you must comply with all rules and protocols for staff working at the University of Exeter, including attendance, code of conduct, confidentiality, GDPR and IT security. Further guidance for managers and staff can be found in the [Exeter Ways of Working guidance](#).

- 3.13 Employees are responsible for having a safe working environment while working at home, this will include safety areas such as having appropriate gas safety checks, reducing the impacts of slips, trip and falls, having safe electrics (regular visual checks), working smoke alarms etc. Additional information on these requirements can be found at on the [Health and Safety Hub](#).
- 3.14 You are covered by the University's insurance policy for employers' liability and personal accident in the same way as campus-based employees.

#### **4. Costs of remote working**

- 4.1 For travel claim purposes, your home will be your 'place of work' and you will be able to claim travel expenses for journeys undertaken for work purposes in the normal way, subject to the [University's Expenses Policy](#). You will be able to claim reasonable expenses for travelling to occasional meetings at the University.
- 4.2 As a homeworker, you are expected to meet the cost of broadband access which is suitable for business use, telephone rental, heating, lighting and electricity and any consumables (such as printer ink cartridges).
- 4.3 You may claim for the cost of any necessary business telephone calls made from your home telephone (unless you are provided with a mobile phone by the University). Claims should be submitted via the Expenses module in T1, supported by copies of itemised statements highlighting business calls. Calls will be reimbursed at the supplier's standard rate except where calls incur no charge (due to specific rental options, for example).

#### **5. Changes to a formal remote arrangement**

- 5.1 A remote working arrangement is subject to the ongoing agreement of the University and exceptionally may need to be changed for business reasons. There may be cases where the continuation of remote working becomes inappropriate.
- 5.2 The University reserves the right, with consultation and reasonable notice to change an employee from one type of working arrangement to another (Remote to Hybrid, etc) where there is a business reason. Where the University considers that it is necessary to change an employee from a remote based environment to a hybrid working arrangement, your manager will discuss with you the reasons for the proposed change in working arrangements. Normally, 3 months' notice will be given, unless a shorter period is agreed.
- 5.3 The same process will be followed if an employee requests to change to a hybrid working basis. Any changes would need to be approved by the employee's manager and confirmed in writing by the University.

#### **6. Remote working in the UK only**

- 6.1 Your employment is subject to you undertaking your work within the United Kingdom. Remote working is only permitted within the United Kingdom therefore your home location must be at a personal address in the United Kingdom.
- 6.2 Employees of the University are not authorised to deliver work on behalf of the University from outside the United Kingdom, unless expressly agreed in their contract of employment or

for short overseas business or research trips agreed by your department and Human Resources.

- 6.3 This policy should not be followed for any remote working where the remote location is outside of the UK. You should follow policies and procedures in line with the University Global Employment procedures if you are planning to undertake University work overseas. For more information, see [Global Employment](#).

## 7. Other related policies and guidance

- 7.1 In addition to adhering to the terms and conditions of the remote working policy, you must comply with all rules and protocols for staff working at the University of Exeter, including attendance, code of conduct, confidentiality, GDPR and IT security.

- 7.2 Further guidance for managers and staff can be found in The University of Exeter [Ways of Working guidance](#).

- [Remote working policy](#)
- [Hybrid working guidance](#)
- [DSE and Eyecare Guidance \(including home working safety\)](#)
- [Health and Safety Hub](#)
- [Ways of Working](#)
- [On campus working policy](#)

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