

# BUSINESS REIMAGINED

Amica HR

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YOUR PEOPLE, OUR EXPERTISE

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# THE 'NEW' NORMAL & WORK

We'll be talking about Business  
Reimagined and what to consider while  
working throughout Covid-19  
restrictions.

Hello.

At Amica HR, we really take the time to understand your business and provide consistent HR support with our team of friendly in-house experts. In short, we're here to help.

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# OUR TOPICS FOR TODAY

- ☒ Balancing Work and Family Lives
- ☒ Collaboration and Engagement
- ☒ Legal considerations & when to consult
- ☒ Managing performance remotely
- ☒ Benefits of home working
- ☒ Home Working Policy

# BALANCING WORK & FAMILY LIVING

- ☒ Blurring Boundaries
- ☒ Workers with Multiple Home Roles
- ☒ Are homeworkers as productive?





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# GOOD SENTIMENT FOR GOOD COLLABORATION

- ☒ Track Employee Sentiment
- ☒ Know your Team and pre-empt their personal needs
- ☒ Employee Engagement in a different form



# LEGAL CONSIDERATIONS

## Employee Rights remain the same

- ☒ Don't become complacent
- ☒ If you have pregnant workers for example ensure that they receive the same risk assessment and support as they would do in the office.
- ☒ Employees will still function in accordance with your policies and procedures and you need to manage accordingly.



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# CONSULTATION

- ☒ Don't become complacent – if you are making changes to terms and conditions remember to consult.
- ☒ If home working is a long-term transition for your employees you should consult formally.
- ☒ Setting clear parameters and expectations

# CONTRACTUAL AMENDMENTS

- ☒ Best practice to reflect employee work place
- ☒ Permanent home working should amend contract to reflect
- ☒ Are there any changes to working hours?





# FLEXIBLE WORKING REQUESTS



- ☒ Employees who have worked for their employer for 26 weeks or more are entitled to make a flexible working request,
- ☒ Employers will therefore need to give cogent and logical reasons supported by clear evidence as to why they cannot support a request for longer term homeworking in order to avoid any disputes arising.
- ☒ There will still be a need to request amendments to their contractual arrangements.
- ☒ Ensure that you do not overlook flexible working requests
- ☒ Ensure that they are managed in accordance with the ACAS framework.

# CLAIMS CULTURE

- ☒ No win no fee
- ☒ Prediction will see a rise in personal injury claims as a result of not providing satisfactory equipment for home working.
- ☒ Ensure that you still carry out work-station risk assessments
- ☒ Where feasible enable employees to have their office equipment in their home setting.
- ☒ In cases of disability it may well be a reasonable adjustment under equality legislation to do so

# INDIRECT DISCRIMINATION

- ☒ Homeworkers should not be treated less favourably on grounds of any protected characteristic
- ☒ Ensure that they have access to work related benefits
- ☒ If these are not going to be available ensure that you consult, to mitigate any risk.





# DATA PROTECTION

Carry out a risk assessment of the data protection implications of homeworking.

- ☒ Who might have access to the employee's computer?
- ☒ Is the employee's home adequately secure?
- ☒ What rules do you have regarding encryption, use of passwords, and the transfer of data between home and office?
- ☒ What rules do you have in place regarding the retention of data?
- ☒ What measures should be taken against accidental loss, destruction or damages?



# MANAGING PERFORMANCE REMOTELY

## Monitor & Review

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- ☒ Observing the quality of their work
- ☒ Completing tasks in a timely manner and meeting deadlines

## Working Time Regulations

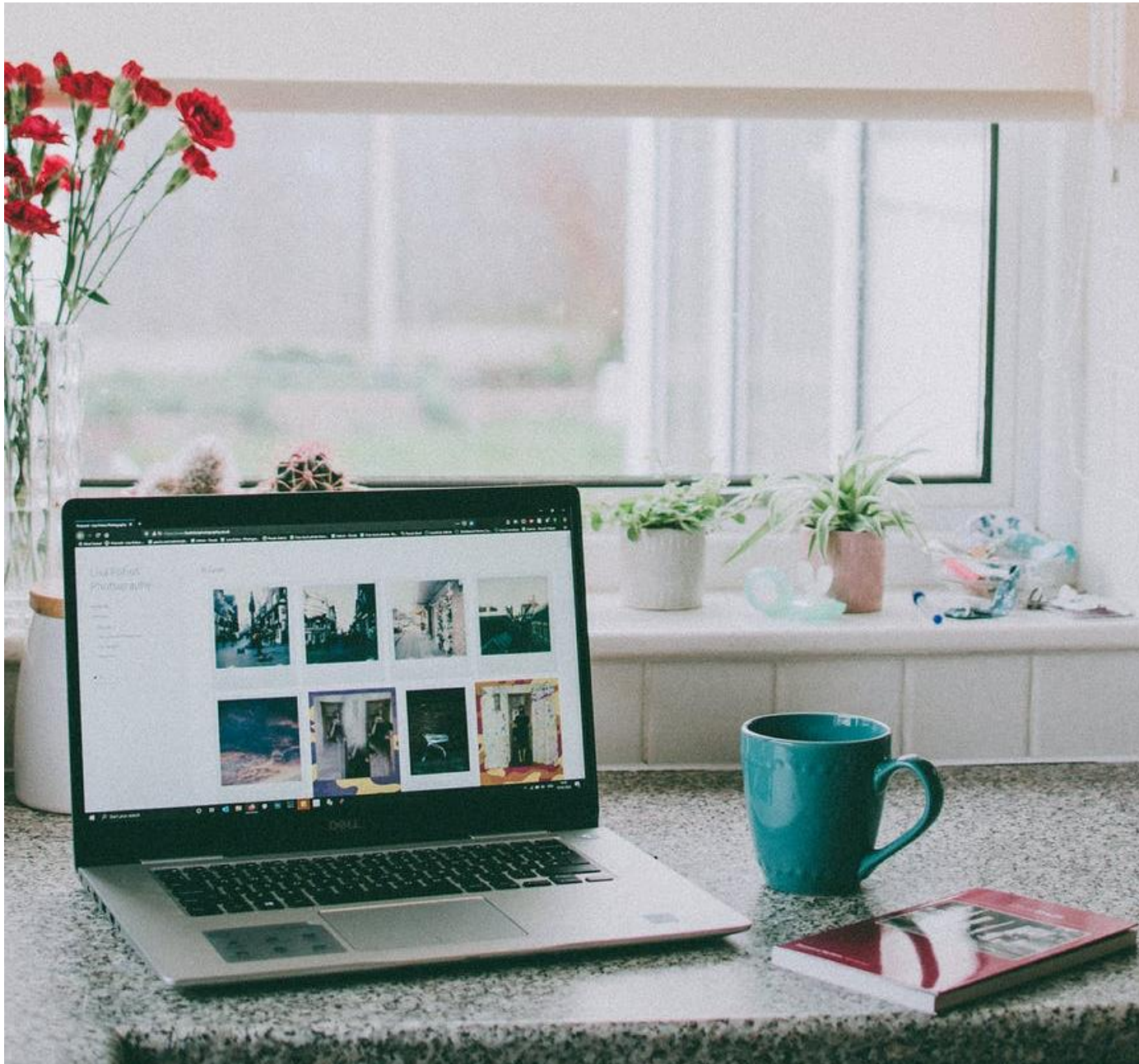
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Measures should also be in place to monitor the working time of homeworkers who have not opted out of the 48 hour working week under the Working Time Regulations 1998

# BENEFITS

- ☒ Reduced Absence levels
- ☒ Access to a wider geographical pool of talent
- ☒ Great agility
- ☒ Cooperation and Cohesion





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# HOME WORKING POLICY

# AMICA HR

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At Amica HR, our service is unique in that we specialise in working with businesses, rather than individuals.

Our services include:

- ☒ Employment Tribunal Representation
- ☒ Resolving Contractual Disputes
- ☒ Assisting with Acquisitions and Mergers
- ☒ Drawing up Settlement Agreements
- ☒ Retained and Ad Hoc HR Support

And more.



# Thank you!

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