



Remote Working Policy

1. Policy Statement

- 1.1 Metaverse VR Ltd (MVR) supports both Work from Home (WFH) and Remote working based on individual circumstances. The policy is inclusive of occasional organisational needs or regular remote working arrangements.
- 1.2 The policy defines the expectations for employees working remotely. Compliance with this policy is mandatory, with particular emphasis on managing data security risks. All employees must familiarise themselves with MVR's information systems and data protection policies.
- 1.3 This policy is not part of any employment contract and may be updated at any time. Flexibility regarding time limits or specific requirements may also be exercised as needed.

2. Legal Requirements

- 2.1 Both MVR and employees are required to consider health and safety requirements, in addition to compliance with all data protection and confidentiality laws, regardless of working location.

3. Scope of the Policy

- 3.1 This policy applies to all employees MVR inc. Directors.
- 3.2 Consultants and Contractors will also comply with this policy, MVR will ensure contractors and consultants are provided with a copy.
- 3.3 The term "employees" refers to all individuals covered by the scope of this policy.

4. Responsibility for the Policy

- 4.1 The Senior Leadership Team (SLT) are tasked with ensuring compliance, all employees are also responsible for understanding and adhering to this policy.
- 4.2 Employees should consult their managers with any questions.

5. Work From Home/Remote Working Guidelines

- 5.1 Remote work requires maintaining the same level of productivity and quality as on-site work.
- 5.2 Employees must adhere to their contracted working hours.
- 5.3 Effective communication with managers and colleagues must be maintained during working hours.
- 5.4 Employees are required to attend the office when requested by the company.
- 5.5 Work should be completed within deadlines, and workloads must be managed effectively.
- 5.6 Remote workers should be self-motivated to deliver the same performance as they would when working on-site.
- 5.7 Performance will be assessed using the same criteria as for on-site employees.
- 5.8 Managers are responsible for overseeing remote work, ensuring employees are updated on relevant information, and addressing any issues.
- 5.9 Employees must ensure that WFH arrangements do not affect their home insurance, lease, or mortgage and make any necessary arrangements before starting remote work.
- 5.10 MVR reserves the right to terminate remote working arrangements with reasonable notice if they are deemed unsuitable or if policy compliance issues arise.

6. Data Security and Confidentiality

- 6.1 Employees must ensure that all data and equipment are kept secure at all times.
- 6.2 Compliance with MVR's data protection and IT policies is required. Failure to do so may result in disciplinary action or legal consequences.
- 6.3 Additional security measures for remote working may include:
 - Working in private to avoid being overheard or viewed.
 - Using only authorised MVR equipment.
 - Implementing strong password protections and security protocols.
 - Storing documents securely and using the VPN for network access.
- 6.4 MVR may conduct home visits to ensure compliance with data security protocols.
- 6.5 Any suspected or actual data security breaches must be reported immediately to the relevant manager.

7. Health and Safety

- 7.1 Remote workers are responsible for their own health and safety, like on-site employees.
- 7.2 MVR reserves the right to inspect remote working environments to ensure safety standards are met.
- 7.3 Employees should not hold client meetings in their homes and must not disclose personal contact details.
- 7.4 Employees must ensure their working patterns promote good health and well-being.
- 7.5 Employees must observe to the Core Working Hours outlined the contract.
 - Core Hours:
Mon – Thu 1000hrs – 1430hrs;
Fri – 1000hrs – 1200hrs
 - Minimum Daily Hours:
Mon – Thu 6 hours,
Fri – 4 hours
- 7.7 Any health and safety concerns must be reported to the manager.

8. Equipment

- 8.1 MVR will provide the necessary IT equipment for remote work, which remains company property and must be used in accordance with company guidelines.
- 8.2 Employees using personal equipment for work are responsible for its maintenance and any associated repairs. MVR will not be liable for such costs.
- 8.3 MVR is not responsible for the costs of utilities, telephone calls, or other expenses associated with remote working unless specifically stated in the employees contract.

9. Monitoring and Review

- 9.1 This policy will be regularly reviewed to ensure it continues to meet its objectives.

Confirmation

I confirm that I have read and understood MVR's remote working policy.

Signature: _____

Employee Name: _____

Date: _____

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