

Guide to attending work in the event of a major national or local emergency or major disruption to the public transport network

General

You must make every effort to attend work unless instructed otherwise.

If you cannot get to work you should let your line manager or HR know as soon as possible.

Credits for delays in travelling to work will be given only as a direct result of a major national or local emergency. In these instances confirmation of exactly what may be claimed will be given by HR. Credits for delays in travelling to work will not be given for general traffic delays caused by accidents or road maintenance work.

In the event of an unexpected major national disruption to the public transport network you will be told by your line manager if your attendance at work is required. Credits for delays in travelling to work caused by planned disruption, due to major maintenance work for instance, will not be granted and you will be expected to allow extra time for travelling as necessary to ensure your attendance at work is not affected.

Business Continuity Helpline

In the event of an emergency you should call the business continuity helpline before setting off for work. The helpline will provide information advising whether the office is open, any changes to the office opening hours and any alternative working arrangements that may be available.

Helpline Number: **01625 545753**

Working from Home

If you are unable to attend work for any of the above reasons but are able to work from home, this must be agreed with your line manager. You may only claim the hours worked in line with the working from home policy. If you have child care responsibilities, working from home may not be possible. Please refer to the home working guide.

Only properly encrypted IT equipment supplied by ICO may be used. The use of web mail and home email accounts is not permitted and casework documents must not be taken out of the office to work on at home. Any relaxation to these rules must be agreed by ET and full guidance will be provided by Internal Compliance.

Mailbox sizes and emails - Please be mindful that if members of staff are out of the office for some time their mailbox could fill. Please do not circulate large emails/attachments unless strictly necessary. Documents should be filed in Meridio and the link circulated.

Blackberry users with no other means of access can not release deleted space from their mailboxes nor can they follow Meridio links.

Laptops - Please take your laptop home with you each evening. If it has got very cold then allow it to come back to room temperature (15 minutes) before attempting to start.

HR Advice

Managers or staff with any queries or concerns relating to travelling to or attending work should contact HR for further advice.