



HOME AND HYBRID WORKING POLICY

1. Background

- 1.1 Wise Women is a predominantly groupwork organisation and during the Covid-19 Pandemic, was restricted through Lockdown. During this period Staff adapted to a Home and Hybrid way of working.
- 1.2 The nature of Wise Women's work however requires staff not only to be available for face to face events, but also to encourage and supportive and developmental culture in the organisation. It is essential therefore that staff have regular face to face contact with colleagues and the women who use our services.
- 1.3 Wise Women recognised however that there were opportunities to Home and Hybrid working, including;
 - Privacy for concentrated working out with the office.
 - Retention of staff who have caring and child care responsibilities.
 - Impact of cost of living crisis on staff.
 - Environmental benefits to Home and Hybrid working.
- 1.4 This policy will outline the limits to Home and Hybrid working for staff in Wise Women and encourage best practice.

2. Principles

- 2.1 As a violence against women sector organisation, women's safety is at the heart of our principles. At no time will online facilities be used if staff cannot guarantee all women's confidentiality and safety at events and meetings. This includes;
 - Women's emotional safety whilst discussion their experiences of oppression.
 - Can staff suitably support woman/en during activity?
 - Can women build relationships independently from worker control?
 - Can staff guarantee there is no one else, including staff from other organisations, is in listening distance of meeting / event? This is a concern not only for the woman is potentially in the same vicinity, but also for the confidentiality of other women on the call. Where staff cannot guarantee this no online will take place.
 - Is the provision of online activity beneficial to all involved? Staff should consider;
 - Is online suitable for all participants?

- Is the woman/en able to full participate in activity?
- Is activity suitable for online format?

2.2 Where staff cannot commit to the above Wise Women will not progress any online activity, unless essential, e.g. a group for women in transition from hospital to home.

3. Working from home

3.1 Wise Women's default position is that staff should work from the office. In recognition of details outline in section 1, staff can arrange their diary to work from home, with agreement with their Line Manager.

3.2 Where staff are working from home this should be;

- Temporary
- Should be less than half of the working week (pro rata)
- Work specific, e.g. privacy to complete a report.

3.3 Wise Women does however recognise some of the challenges experienced by women workers and as a single sex provider will endeavour to support staff to retain their position through negotiation of Home and Hybrid working.

3.4.1 None of the above affects staff employment rights.

4. Review of Policy

4.1 This policy, in line with all of Wise Women's Policies, will be reviewed every two years. **Date of review May 2026.**

wise women : Reviewed and updated 2015