

Homeworking policy

Aspire Scientific operates homeworking as an integral and valued part of the Company's more general support of flexible working arrangements. All roles may be carried out either at home, in the office, or a combination of both, and homeworking and office-based employees will have the same access to job and career development opportunities.

All flexible working arrangements, including homeworking, must work well for the employee and the Company, and be consistent with effective, efficient, safe, and secure working. Specific skills and attributes are required for effective homeworking, including self-discipline, the ability to work without direct supervision, good organisational skills, the ability to manage time effectively, and an ability to cope with the potentially conflicting demands of work and family. Where it is suspected that an employee is not effective or efficient when working from home, or where the working environment is deemed to be unsafe for the employee or not secure in terms of company data, client data or equipment, discussions will be held between the employee and their line manager to improve working practices or environment. This may include a requirement for the employee to find a more appropriate workplace, if their homeworking environment is deemed to be unsafe, not adequately secure, or otherwise inappropriate.

Practical arrangements

Hours of work

These will be self-managed by the employee, in accordance with the terms set out in the person's contract of employment. As part of the self-managed arrangements, the employee is expected to consider:

- Any specific core hours agreed with their line manager;
- Any regular or scheduled ad-hoc contact times with their line manager, often via Teams (or similar platform);
- Taking adequate rest breaks as required by the Working Time Regulations 1998 i.e.:
 - Taking a break from work during each working day of at least 20 minutes;

- Taking a daily rest break (the period between stopping work and beginning work the next day) of at least 11 continuous hours; and
- Taking at least one complete day each week when no work is done.

Visits to the Company's offices

Homeworking includes the requirement that the employee, on request, will attend the Company's offices or other venues designated by the Company. The dates and times of such visits will be scheduled in advance, including consideration of the employee's commitments at home. The requirements will most commonly be associated with team briefings, training events, and periodic face-to-face meetings with their line manager.

Visits to the Colleague's home

The Company reserves the right to visit the employee at home. By accepting homeworking, the employee agrees to accept visits, as required by the Company, from their line manager or another designated person. The dates and times of such visits will be scheduled in advance, including careful consideration to avoid unnecessary intrusion. The requirements for home visits will most commonly be associated with health and safety matters, general relationship building, or specific matters best served by face-to-face discussion. For health and safety matters, it may be possible to carry out a video call instead of a home visit. Reasonable access should be granted for the line manager to assess the home office and surrounding areas.

Equipment and materials

All equipment, including computer equipment, and materials necessary for the employee to work from home will be provided by Aspire Scientific. The Company will meet the costs of maintaining and replacing all such equipment and materials, unless loss or damage is caused by the employee not taking sufficient care. Such equipment and materials are provided on loan by the Company. The employee undertakes to return all provided equipment and materials to the Company either on termination of their employment with the Company or as otherwise requested by the Company.

Subject to the homeworking employee's specific job role requirements, the Company-provided equipment will most frequently include a laptop computer, monitor, keyboard and mouse, mobile telephone, and desk and chair. This is not an exhaustive list. It is the employee's responsibility to ensure that proper care is taken of equipment and materials provided by the Company. All such equipment and materials should be used in accordance with the manufacturer/supplier's instructions and/or any other Company operating regulations, and any faults should be reported to the Company as soon as reasonably practicable.

Telephone and internet accounts

Aspire Scientific will pay a monthly homeworking allowance as a contribution to the employee's costs associated with heating, electricity, and broadband internet charges. Homeworking employees are required to obtain access to the fastest internet service possible.

Security and associated matters

The homeworking employee must not allow members of their family or other third parties who are not employed by Aspire Scientific to access or use the Company's supplied equipment, materials, work-in-progress, or produced work. They must also ensure that Company and client data is kept confidential at all times, including but not limited to complying with all requirements detailed in the IT policy.

The homeworking employee is responsible for keeping all Company and client documents and information associated with the Company's business secure and confidential at all times (please also refer to the IT Policy). This includes, but is not limited to:

- Maintaining effective passwords for all digital equipment, operational systems, and application platforms;
- Ensuring access to any Company systems or devices is manually disabled when unattended for more than a brief time (e.g., 'lock' your laptop) and enabling security features that automatically disable access to the device when inactive (see IT policy for details).
- Operating the Company's standard IT support service cloud-based back-up arrangements, and avoiding saving documents solely to laptop/computer;
- Operating the Company's standard IT support service anti-virus software, including promptly installing software and security updates;

- Locking storage cabinets and drawers when they are not being used;
- Securely storing all Company and work-related documentation;
- Disposing safely of all sensitive and/or confidential documents (please see Confidential Waste Policy).

The homeworking employee is advised to check that all applicable mortgage or rental agreements permit homeworking from the premises and is responsible for obtaining any required permissions to work from home. The homeworking employee is advised to check that all home and contents insurance policies provide adequate cover for homeworking.

Health and safety

Aspire Scientific is required to ensure the health and safety of homeworking employees in the same way as that of those working at the Company offices. The homeworking risk assessment will routinely be undertaken by the homeworking employee, supported by their line manager. The homeworking risk assessment includes specific attention to the following points:

- The provision of a separate work/study room or an area of a room set aside for their work, that is sufficiently large to accommodate all the necessary furniture and equipment and is also appropriately lit for the type of work being undertaken;
- That all equipment and systems of work in the home are safe;
- That all working materials, including consumables, are handled and stored safely;
- That an assessment, including Display Screen Equipment (DSE) of the homeworking workstation is conducted annually, or when any changes are made to the workspace or health of the employee;
- That a visual inspection of homeworking electrical equipment is conducted annually;
- That information on the safe use of equipment, including DSE, is provided.

Similarly, the homeworking employee has a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner, including, for example, taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do (e.g. family members and visitors). As part of this general duty, the homeworking employee must cooperate with the Company on all health

and safety issues and follow all health and safety instructions issued by Aspire Scientific from time to time.

The homeworking employee must also agree not to smoke or permit others to smoke in the room where the work is carried out.

Home working arrangements will be reviewed as required to ensure they support employee needs and circumstances to enable the achievement of their role, and meet the requirements of the Company.

Aspire Scientific HR

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