

Blended Working at TI-UK

We know that employers have a range of different approaches to workplace arrangements and so as you consider applying for a role at TI-UK we wish to be clear as to what our approach is and to explain why we think it is important.

Principles:

Trust: Our aim is to be clear on expectations without setting out a prescriptive set of rules that detract from ensuring that everyone at TI-UK contributes to a high performing, collaborative, efficient and effective workplace. This places trust at the centre of our culture. However individual lifestyle choices can detract from a spirit of fairness and collegiality and so policy in addition to guidance is in place to provide reference points.

Purpose: TI-UK recognises that the locations where we perform our work activities can vary and the spaces where we function change. Whilst this can be a positive enhancement for us individually, it can lead to unintended consequences for others. In-person meeting should always be driven by purpose rather than pattern. This includes:

Structured team collaboration – retaining the value of in-person interaction, the creativity and efficiencies it affords us. Colleagues are required to be present for such sessions at least a few days a month but possibly more frequently, recognising that teams have diverse tasks and projects and that these vary over time. Every quarter a mandatory in-person team event for all TI-UK employees takes place to promote organisational development and learning.

- **Management supervision** – one-to-one meetings with supervisors, still blended with virtual meetings where effective, but ensuring that appraisals (full and half year) are in-person.
- **Induction of new colleagues** - ensuring that new colleagues meet their team in person and as many other colleagues face-to-face during their first few weeks with us. The compulsory TI-UK two half days induction are also held in-person.
- **Informal collaboration/development/learning** – encouraging colleagues to use meeting and office space to build their sense of community at work, lunch together with different teams, and to promote horizontal and vertical learning that comes from interacting with a range of both junior and senior colleagues across the board.
- **Personal preference:** different colleagues prefer to work in an office environment to home/other venues with some using the office as their primary location whilst others may benefit from a more varied approach.
- **Hosting guests/partner organisations** and recognising that they may prefer to meet in person rather than virtually.
- **Attending in-person events:** the need to be available for in-person events organised by TI-UK or with external organisations/ partners etc.

Core hours: TI-UK's standard hours are 35 per week (plus one hour per day for lunch; a minimum of 30 minutes is required) with our core hours of 10.00-16.00 where colleagues are expected to be routinely available whether at the contracted office location, home office or external engagements. Core hours act as a spine for the working day allowing for deep work without distractions, meetings (in-person and remote) and maximising opportunities for connection and socialising. They also help us remain efficient when it comes to diary management, organising events etc. along with individual commitments outside of work during the normal working day. Your supervisor and team will need to understand your arrangements with visibility via digital calendars.

The Needs of the Role: TI-UK assesses each role individually in terms of the amount of in-person meeting that may be required. This highlights to post-holders the possible expectations that could be placed upon them internally and externally. Those in more senior positions, leading and managing teams or with significant amounts of external representation may require more in-person

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collaboration time and to recognise that this can be subject to change across the cycle of TI-UK business as well as dealing with specific issues/ opportunities.

- **Weekly Flexibility**– you may need to adapt your diary and availability at short notice in order to be available in-person. We would envisage you have a week’s notice provided to allow you time to arrange this.
- **Fortnightly Flexibility** – whilst you will generally be able to plan your workload and diary, there may be occasions where increased flexibility is required. We would envisage you have two weeks’ notice provided to allow you to arrange this.
- **Monthly Flexibility** – you should be able to predict throughout the year the times when you will be required to meet in-person. We would envisage you have three / four weeks’ notice provided to allow you to arrange this.

Location of the Role: Roles by default have a Central London office location specified. Where the purpose of a role requires this to be located in a different part of the United Kingdom this will be specified in the approved job description. Any requests by individual post holders to change location of job roles must be backed by a business case and any changes would only be agreed on this basis and reflected permanently in the job description. The People Team will review and recommend any changes of role locations to the Senior Leadership Team for approval.

Space availability: Space to accommodate everyone at individual desks is not possible every day. Those with more challenging home working circumstances will be prioritised to have desk space provided (the People Team can be contacted to discuss these confidentially). The needs of individual teams to have space to meet up on specific days with the benefits we enjoy as a small team from informal collaboration/learning and development will be balanced.

Where roles have to be located outside of the main office in Central London alternative hot-desking arrangements will be put in place.

From 1 April 2025 TI-UK provide workspace within the charity hub at Canopi, Tanner Street. This location close to London Bridge station and served by bus and cycle routes provides a modern space designed to meet the needs of blending working within our sector.

Home working costs: TI-UK will not meet the running costs of home / remote working, e.g. heating, lighting, internet etc.

Request to work overseas: TI-UK does not allow an employee with a UK contract to be based either permanently or temporarily outside of the UK. This is due to tax and health and safety considerations that TI-UK is not resourced to consider on a case-by-case basis. The leave policy provides for short-term working from overseas arrangements.

Recruitment: TI-UK purposefully set out the approach to blended working on the recruitment area of the website. We consider our highly flexible approach to be one of the benefits provided to employees. Whilst new joiners may wish to take forward ways of working they have followed with previous employers it is important the candidates take into account TI-UK’s approach and the needs and requirements of the job role and the team they are joining. Where transition periods to accommodate changes on joining TI-UK are required these should be discussed as part of the appointment process with decisions being taken by the People Team where necessary.

Changes to Blended working arrangements: Best practice and approaches to blended working continue to evolve and modifications and changes to this policy may be required in future. Where significant changes are proposed, consultation feedback and the timescales to effectively implement

will be communicated in order to allow colleagues to adapt and plan accordingly. A minimum three month notice period will be provided (*except in exceptional cases*).

The selection of suitable office space for a charity based in central London takes into consideration effective use, transport links, environmental impact considerations and value for money/ affordability. Decisions on changes to the office location will be communicated in a timely manner. A minimum one month notice period will be provided (*except in exceptional cases*).

Our blended working arrangements are intended to avoid individuals taking decisions that may work for them but cannot either be applied equally for everyone or are not in the best interests of TI-UK in the longer term. We hope they will work for you as you look to join us.

The People Team
3 April 2025