

## Blended Working at TI-UK

### Principles:

**Trust:** we need to recognise that after nearly 18 months of near-universal remote working, we have grown a high-trust culture in the workplace. This is focussed to ensure that colleagues achieve their stated tasks, goals and objectives on time and to a high-standard and/or being open with supervisors when this is proving difficult. We seek to preserve the high-trust culture as we start to make use of an office again.

**Purpose:** as such, the physical office should not be a place to sit and work quietly for the sake of being seen in an office. Colleagues' attendance should be driven by purpose rather than pattern. This non-exhaustive list includes:

- **Structured team collaboration** – rediscovering the value of in-person interaction, the creativity and efficiencies it affords us. Colleagues will be *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 at present and that these vary over time.
- **Management supervision** – one-to-one meetings with supervisors – although probably still blended with zoom 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.
- **Informal collaboration/development/learning** – encouraging colleagues to use the office 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 and will transition back to the office as their primary location whilst others may benefit from a more varied approach.
- **Hosting guests/partner organisations** when appropriate to do so at the office.

**Core hours:** we recognise that on office based days, some flexibility in terms of arrival and departure times may be desirable (for example to avoid peak travel times) and individuals may work at home first thing and then arrive at the office later or vice versa. These arrangements must be agreed with line managers and diaries fully used to help people know when people are available and whether in person or via Zoom. We encourage people to continue to use the current core hours window (1000-1600) as the spine of their working pattern, irrespective of location.

**Efficiency:** we recognise that travelling to the office and using the time there well means we need to remain efficient with our time. Whether in-person or virtual, meetings continue to need to be well planned, with the right people participating, for the right length of time and with the preparatory materials and follow up all undertaken well.

**Space availability:** we recognise that space to accommodate everyone at individual desks will not be possible every day and we shall ensure we have a system to allow you to plan that necessary space is possible. Those with more challenging home working circumstances will be prioritised to have desk

space provided. We are balancing the needs for individual teams to be in the office on certain days with the benefits we enjoy as a small team from informal collaboration/learning and development.

**Request to work overseas:** The option to work and holiday overseas in one specific five week period (combining three weeks annual leave with two weeks remote working) allowing those who have been separated from family and friends maximum opportunity to re-connect has been used by a number of colleagues and we have continued with that into 2022. Requests beyond such an arrangement are not possible as in addition to the tax and working visa implications that an individual may face, there are various employer risks in relation to tax, right to employ individuals in those countries and health and safety that are country specific. For an organisation of our size and available resources it is not possible to look into these country specific matters.

**Consolidated hours:** The move to blended working arrangements is seeing many organisations suspend requests for consolidated working patterns (for example working 35 hours over a four rather than five day period). This is because those often making those requests wish to utilise expectations that former commuting time can now be utilised to deliver hours. The majority of our requests for consolidated hours also see individuals' salary reduced and we need to ensure there is fairness and equity between those individuals and others who have consolidated patterns agreed. We remain open to considering requests based on compassionate reasons but during the pilot period of blended working we wish to extend our period to respond to those requests until Autumn 2022.

Flexible working requests to be based outside of London come with minimum periods when you must commit to attend the London office, at your expense and in your time and these days are set taking account of your role, team requirements as well as your need to contribute in-person to the wider TI-UK community.

**New Office based location (Shoreditch/ Old Street):** In line with many organisations we have taken the opportunity to identify a workspace solution that we feel supports blended working and as a charity seeks to be efficient with our resources. From May 2022 we shall be utilising [81 Rivington Street, Shoreditch](#) as our co-working space with dedicated TI-UK desk space for 13 colleagues each day. With excellent transport links and a varied social neighbourhood this will be a destination that offers lots of opportunity to connect with colleagues, to relax after work and to utilise time spent on commuting.

In highlighting these various new arrangements we do so in a spirit of wishing to avoid lots of prescriptive rules that detract us from the most important aspect of re-connection with our colleagues across the different teams. They 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 assure you that we shall remain open to feedback and the opportunity to learn what works well in other places.

**The People Team**  
**12 April 2022**