REMOTE WORKING POLICY

CLIMATE EXPLORERS

Remote Working Policy

Purpose

Climate Explorers (CE) remote work policy outlines guidance for volunteers who work remotely.

This policy has been developed to protect sensitive or valuable data and maintain the overall security of Climate Explorers (CE) data and equipment whilst volunteers are working remotely. In addition, this policy recognises and defines the duty of care regarding the health, safety and fair treatment of our volunteers who work remotely. Information that is related to and can identify an individual is called personal data and is protected by the principles of the General Data Protection Regulation (GDPR).

This policy emphasises the responsibility of our volunteers to understand this policy and its procedures and everyone's responsibility in relation to these which must always be adhered.

Definition

Remote working is a work arrangement that permits a volunteer to conduct all or some of their work at an approved alternative location such as their home or in an office space near to the volunteer's home.

Eligibility and Process

In principle, any job role at Climate Explorers could be considered for remote working. Nevertheless, some activities can only be adequately carried out externally, whilst others may be carried out equally or even more effectively at a remote location – usually the volunteer's home.

Effective Remote Work
To ensure that volunteer performance will not suffer in remote work arrangements, we advise our remote volunteers to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their duties during agreed working hours.
- Teammates and managers should determine long-term and short-term goals.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete specific tasks and projects.
- Teams should frequently meet (either online or in-person when possible) to discuss progress and results.

Health and Safety

It is essential that the conduct of CE's business from a volunteer's home or elsewhere does not adversely affect the health and safety of the individual or others.

Security of Data

To ensure safety and security is always maintained, a separate allocated room should be used for remote working, where possible.

GDPR principles should be adhered when remote working, this includes:

- Locking a device when not in use.
- Ensuring that data is encrypted in the event of device loss and not disclosing any passwords, PINs, or encryption keys.
- Safeguarding and protecting any company information that they hold.
- Understanding digital risks, using secure working practices, and applying encryption and back-up procedures as appropriate.

Digital information must only be downloaded or uploaded over a secure connection. Wi-Fi networks offered to travellers at airports, hotels, coffee shops and on public transport are generally insecure and extra measures must be taken to safeguard against information loss.

Climate Explorers may unilaterally introduce, vary, remove, or replace this policy at any time