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## COVID-19 WORKING PRACTICES STATEMENT

The purpose of this document is to set out the working practices that apply during the COVID-19 pandemic.

These practices do not override contractual terms and conditions and existing employment policies with the exception of contractual clauses relating to Absence Management (temporarily changed here as per government guidance). Otherwise, this document should serve as a temporary guide to changes in working practices required during the COVID-19 pandemic. For the avoidance of doubt, employees should consult a Director for guidance.

We recognise we have a duty of care to our employees and given the rapidly changing situation we are ensuring we stay up to date with latest guidelines, planning in a way that protects our employees and allows flexibility to cope with the changing environment.

These practices are therefore subject to regular review and revision in accordance with government guidance and legislation.

### Organisational approach to employee wellbeing and safety

Perform Green's priority is the health and safety of our employees, clients and society. We also strive to deliver excellent work on time and to budget regardless of the challenges. To enable this we maintain excellent communication, operate flexible working to support employees with their care responsibilities, provide tools and processes to work remotely and endeavour to be a supportive employer. During the pandemic we have all had to adapt to rapidly changing circumstances but have continued to innovate our way to delivering the best work to our clients.

#### 1. Work location

Perform Green employees are home-based, with the requirement to travel to and work at client sites only where necessary. Our business has operated successfully in this way since 2018. This strategy has enabled Perform Green to employ talented people regardless of location and has reduced our impact on the environment, from commuting and office operations, to nearly zero. We have in place the tools, techniques and workstations to enable us to collaborate and deliver great work for our clients regardless of any travel restrictions.

The government requirement for employees to work at home during the pandemic does not change this strategy. There is an impact on our ability to travel to and work on client sites and this is covered in the next section.

#### 2. Reduced travel and working at client site / on premise

Only when absolutely necessary will travel to client site be allowed. When this occurs employees will follow government guidance on safe working and travel, as well as the client's own 'COVID-19 work practices' in operation at that site.

Specifically, we will apply the 3 key tests to assess the viability of a return to the client workplace:

- Is it essential?
- Is it sufficiently safe?
- Is it mutually agreed?

In addition, our staff are required to observe the following:

- We will first and foremost follow national legislation and national guidance on travel.
- Where possible we will work from home to reduce the risk of transmission.
- Where this is not possible, we will travel in accordance with the latest guidance but in general 1) travel separately (employees have not formed bubbles with one another), 2) maintain a social distance at all times; and 3) wear masks.

Client sites should have COVID-19 safety measures, practices and policies in place, and these will be requested by Perform Green prior to our employees going on site. Employees will be briefed by the (Perform Green) Project Manager on what these are and how this impacts their work. Whilst at the client site, at a minimum, staff will observe the prevailing law on social distancing and mask wearing. In addition, employees will ensure they are aware of the following:

- Desk arrangement – where their desk is and how it should be arranged, arrived at, and left at the end of the day / job.
- Cleaning, hygiene and handwashing – where these provisions are, and the minimum requirements.
- Building management – one-way systems, arrangements in common areas such as kitchens (if open), supporting ventilation measures (e.g., if there is a policy on keeping windows open, that these remain so).
- Emergency – where emergency exits are and what the policy is on social distancing / one-way systems during an emergency, including assembly areas.
- Requirement for onsite COVID-19 testing.

Employees should be aware that such practices are subject to rapid and regular changes and are required to remind themselves of the arrangements every time they visit the client site.

We recognise that our company commitment to travelling via public transport may be compromised during this time. We realise that employees may need to use private transport to protect themselves and to reduce the risk of transmission in society in general, and we fully support this.

If employees have any concerns regarding their safety or that of others whilst working at or travelling to a client site this should be raised immediately with the (Perform Green) Project Manager.

### 3. Flexible working and time-off

Perform Green already operates a flexible working policy. In this circumstance it means employees can flex their working hours/days to a degree, to allow them for example, to supervise children at home or support people in their household who may be unwell or recovering from illness. We recognise that employees with school-age children will face disruption and may feel under pressure to 'home-school' at the same as working productively, and we will do our best to be a supportive employer.

Other examples of flexible working practices that we will operate during the COVID-19 pandemic include consideration of a reduction in hours/shorter week, use of paid and unpaid leave, voluntary special leave and use of the CJRS / furlough for childcare reasons.

#### COVID-19 testing

If an employee requires time-off to attend for a COVID-19 test, or to take a dependent for a test, we will not expect the employee to make up the time.

#### Vaccination roll-out

We fully support the vaccination roll-out and encourage our employees to attend the vaccination appointment(s) at the earliest possible date, even if this falls within working hours. We would not expect an employee to make-up any time missed.

### 4. Resource management

We conduct a regular resourcing risk assessment for our key skills and key projects and have drawn up contingency plans to mitigate. Where an employee or associate becomes unavailable, we have a pool of talented resources we can call on to support and deliver. This flexibility in resourcing has been our strength in these challenging times.

We appreciate that employees may be working longer days or more hours than usual for example, to cope with the absence of others or of client staff, or due to caring responsibilities. The time-recording system (*toggl*) should be used to track time and to ensure compliance with working time regulations. If the flexi-time policy cannot be used to accommodate changing hours, employees should consult their manager for guidance.

### 5. Absence management

Absence procedures set out in individual employment terms and conditions apply during this period (clauses 9.1-9.9), with the exception that;

- Where absence is due to Covid-19 (suspected/confirmed) a doctor's certificate/fit note is not required.
- Sickness or absence related to Covid-19 will not be recorded on individual employment records.
- In a change to contractual terms and conditions (clause 9.6), if you are absent from work for **1** or more days by reason of sickness or injury related to Covid-19, you are entitled to statutory sick pay (SSP) from **day 1 instead of day 4** (sick pay is subject to the usual deductions for PAYE, national insurance, pension contributions, etc).

In the event of serious illness due to Covid-19 (such as long covid); upon return to work (home-based) a 'return-to-work' meeting will be conducted and any reasonable adjustments to work practices will be considered.

In the event of serious illness/bereavement in close family individual circumstances and leave requirements will be considered accordingly.

## 6. Review and consultation

We aim to keep these working practices up to date and refreshed in line with the rapidly changing circumstances of the COVID-19 pandemic. We encourage all employees to consult a Director with any concerns they may have or any opportunities to improve working practices that arise during this time. The health and safety of our people and client teams is paramount.

### Document history

Editor	Date changed	Version	Approved
C Hewitt	25 Feb 2021	V 0.0.2	26 Feb 2021

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