

# THOMAS INTERNATIONAL REMOTE WORKING

## STAYING HAPPY, HEALTHY AND PRODUCTIVE WHEN REMOTE WORKING



### HEALTHY

#### **Maintaining the best health when working remotely.**

Take that online exercise class, make time for a healthy lunch, step away from your screen, go for a walk. We encourage you to take time to focus on your wellbeing.



### HAPPY

#### **Keeping happy, energised and connected with each other.**

We know that different profiles crave different things. High I's – jump on that virtual lunch and say hi. It is the small talk that can often connect us, take time to truly listen when you ask “how are you?”.



### PRODUCTIVE

#### **Getting the most from the time we spend working.**

Plan your day, prioritise well and keep focus on one task at a time. Be realistic – set expectations and agree response times.

### **Senior Leadership Team's remote working pledge to all of Team Thomas**

- The safety and wellbeing of Team Thomas comes first – we encourage you to talk to us (your manager, the Senior Leadership Team or a member of the HR team), to put your own needs first and to ask for help if you need it.
- We acknowledge that, particularly during the Covid-19 lockdown, we all face different challenges and we will be respectful of your personal situation. Let us understand any issues that you face, and we will find a way to help you get the most from your time.
- We value contribution and output over presenteeism.
- Your development matters to us, whether you are working remotely or in an office, part time or full time and in any part of the world. We want to support you to be your best.

### **Our approach to remote working**

- Once lockdown rules are relaxed and offices are open, you do not have to return to an office if you do not feel safe in doing so and can work productively from another appropriate location, such as your home
- Thomas is and will remain (post lockdowns) fully supportive of those who wish to continue to work some or all the time remotely, this applies across all levels and all functions of the business (unless particular roles relate to the actual operation of an office such as cleaning or maintenance)
- Equally, once regulations allow it, if you prefer to work 5 days a week in one of our offices we are very supportive of that
- We trust you to exercise good judgement in deciding whether you and your colleagues would benefit from meeting and working face to face some or all the time (when lockdown restrictions allow this). This will be left to individuals and their managers to agree, both acting in the spirit of our Remote Working Pledge

### **Your commitment to others**

We have identified the behaviours we are asking every one of you to adopt, and if we do so, we will achieve our aim of a happy, healthy, productive Team Thomas when working remotely.

- I will care for my colleagues - your wellbeing and health is important to me. You are important to me.
- I will support everyone's personal needs – whatever your challenge is, I will be respectful and empathetic.
- I will respect that not all days are video days – hair not doing what you want it to? House a tip? I won't ask you to turn the video on. It's your choice.
- I will be kind – I'll consider the impact of my words carefully. No one wants the cobweb in the corner pointed out or the size of their workspace critiqued.
- I will take care of myself – I will make sure I take regular breaks, eat away from my screen and make time to get fresh air.
- I will stay connected - social interaction matters. I will check in with my colleagues, family and neighbours and make sure they are ok.