

## Working from Home Policy

The arrangement is by agreement with the Directors of the Company. Staff are expected to respect this goodwill gesture by following the procedures in this policy.

This includes:

**Phone Duty/WeChat:** To be on call and available online in WeChat during the normal working hours. If there are times you are unavailable this should be agreed in advance and someone must be able to cover for you.

**Working hours:** You must ensure that you work your normal hours as you would in the office. You should be able to deal with any situation that arises whilst working from home. If you have to be absent for any period of time for personal reasons such as a doctor's appointment, you are expected to make up the hours when you return or take time off using your annual leave.

**Working Duties:** The Company expects staff to respect this arrangement and be responsible for his/her actions. Checking emails, answering WeChat, updating the system, making and receiving phone calls are all expected to be completed as normal.

**Annual Leave:** When you take annual leave your work from home days will reduce in the same week. If you take one day then you will only have one WFH day. If you take two or more days holiday you will be expected in the office for all remaining days of the same week.

**Disciplinary:** If the company feels that this policy is not being followed the first stage will be a meeting with the Managers and depending on the outcome of this it may constitute a first warning. If there is a subsequent issue the next step will be a meeting with the Directors and depending on the outcome of that meeting they may consider a 'Way Forward' plan or withdrawal/amendment of your arrangement.

**Changes:** Temporary changes to your WFH days must be preagreed with the Managers. Permanent changes must be approved by the Directors.

The Company reserves the right to change or cancel this agreement if the situation changes or it is felt the arrangement is being abused.

The Company recognises the desire and convenience of working from home occasionally and is willing to provide this to staff where possible for the purpose of wellbeing.

Working from home is purely a change of the working location on agreed days. The working hours and duties are the same as in the office unless agreed in advance.

Created                      October 2023  
Last Updated

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