



Hybrid Work Policy

1. Introduction

ANC recognises that hybrid work arrangements (i.e. working from both the office and from alternative work locations such as home), can support flexible work practices that may assist workplace participants to balance their work and personal lives.

ANC values the contribution of its workplace participants and is committed to providing flexibility where it can be accommodated alongside ANC's operational and business requirements.

This policy is to be read in conjunction with ANC's Flexible Work Policy.

2. Purpose

The purpose of this policy is to outline:

1. ANC's minimum requirement that workplace participants attend the office 3 days per week.
2. how workplace participants may apply for permission to implement a specific hybrid work arrangement.
3. the conditions workplace participants must abide by when working away from the office.

3. Scope

This policy applies to all employees, collectively referred to as 'workplace participants'.

4. ANC's Minimum Requirement

Hybrid work arrangements provide workplace participants with the opportunity to split the location of where they work.

Hybrid work arrangements may involve some time working in a workplace participant's primary place of work, such as the office, and some time working in another work location(s), such as from home.

ANC's minimum requirement is that all workplace participants work from their relevant ANC office location **3 days per week**.

This is a minimum requirement and ANC appreciates that many workplace participants will choose to work more days in the office per week.

As at the date of this policy, ANC considers that requiring workplace participants to work at least 3 days per week from the office allows ANC to optimise flexibility while at the same time ensuring a required level of work performance, productivity, collaboration, access, mentoring and training for all staff.

From time to time, ANC may require a workplace participant to attend the ANC workplace for more than 3 days per week, and this is subject to work requirements.

Hybrid work arrangements are subject to ongoing approval of ANC at its absolute discretion.

5. Considerations regarding Specific Hybrid Work Requests

ANC recognises that specific hybrid work requirements may be different for everyone and for every team. For workplace participants who might require alternative arrangements from the 3 days in the office minimum requirement, ANC will consider requests for a hybrid work arrangement on a case-by-case basis, having regard to its operational and business needs, capacity in the workplace, the work being done by each person and team, and the most effective location to perform different types of work.

When considering alternative hybrid work arrangements, it is also important to consider the health and wellbeing of the workplace participant and the benefits of face-to-face interaction on a regular basis not just for that individual but for the work team.

Not all workplace participants or all positions are suited to hybrid work arrangements. For this reason, workplace participants may be offered different hybrid work arrangements based on their suitability.

Relevant criteria for assessing proposals to work from alternative locations includes, but is not limited to, the following:

- the safety of the workplace participant in any alternative location
- the suitability of the position/tasks to be completed from another location
- fairness between workplace participants and the effect of any alternative work arrangements on other workplace participants
- the workplace participant's skills, ability and knowledge to work autonomously (including the workplace participant possessing a reasonable level of technological literacy)
- that efficiency of work performance will be maintained or increased as a result of the arrangement
- that the productivity of a workplace participant's team or work group will not be adversely affected
- the level of customer/client service will be maintained or increased
- home commitments (if this is the site of the alternative location), will not detract from the performance of the work
- that any change to engagement between workplace participants working in a work group does not compromise the performance, welfare or morale of that work group.

Hybrid work arrangements may not be considered suitable for the following types of positions:

- work that requires a high degree of supervision or monitoring
- projects that involve a large amount of teamwork and daily face-to-face contact with other workplace participants
- positions that carry responsibilities for training or supervising others
- positions where the workplace participant has little control over the flow of work

In considering the feasibility of any hybrid work arrangement, ANC will take into account the personal circumstances of the workplace participant along with the operational needs and requirements of the business.

ANC reserves the right to cancel or vary the terms of any approved hybrid work arrangement at any time by giving the workplace participant one weeks' notice, or less if it is reasonably appropriate given the circumstances at the time.

Requests for a hybrid work arrangement should be made and managed in accordance with Section 7 'Procedure' of the Flexible Work Policy.

6. Obligations and requirements – working from alternative locations

Regardless of the number of days worked from alternative locations, workplace participants who undertake work under a hybrid work arrangement are obliged to comply with the following requirements.

Application of company policies

Workplace participants who are permitted to work from alternative work locations under a hybrid work arrangement must continue to adhere to all ANC policies and procedures. Workplace participants who are working from alternative work locations are expected to meet the same performance standards and act in the manner they would if they were in their primary office location.

Insurance Arrangements

Workplace participants working from an alternative work location may establish an office using their own furniture and the IT equipment provided by ANC. However, workplace participants must ensure that any personal equipment used does not pose a risk to their health and safety. Workplace participants are

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solely responsible for checking whether working from alternative work locations (such as home), have any impact on any existing insurance arrangements they may have, including public liability or equipment covered by their own home contents insurance, and any obligations they may have to notify their insurer that their home is to be used for work purposes.

Access Arrangements

If a workplace participant is approved to work from home under a hybrid work arrangement, depending on the length of time the workplace participant is working from home and the type of role performed by the workplace participant, ANC may need to attend the workplace participant's home to:

- Assess and/or monitor the security of company equipment and documents
- Conduct WH&S inspections, risk assessments or other safety activities
- Investigate incident(s)
- Supervise, coach and/or guide the workplace participant or for any other such reasonable reason.

Remote access to ANC's environment (infrastructure and applications) should only be performed via the equipment provided by ANC and personal laptops / desktops are not allowed to be used.

ANC will seek the consent of the workplace participant prior to accessing a home worksite, and such consent must not be unreasonably withheld.

ANC may also undertake other steps to ensure the safety of any alternative work location.

Availability and Communication

ANC expects that workplace participants who are working from an alternative work location will continue to work their typical hours of work unless otherwise agreed upon in writing with ANC.

Any workplace participant who is unable to perform their duties or complete work to agreed deadlines they must advise their manager immediately.

Workplace participants are expected to be contactable and responsive while working from an alternative work location, and if required, submit or complete any timesheets or records of working hours. Workplace participants will be expected to be available for work calls and work meetings during work time (including attending on video calls).

Good communication is an essential part of any successful hybrid work arrangement where work is being conducted from an alternative work location. The workplace participant is responsible for ensuring they continue to meet the expectations of their role and the required standards of work while working from an alternative work location. If any issue arises which has the potential to compromise the workplace participant's ongoing performance, this should be raised immediately with ANC.

Caring responsibilities

In some instances, workplace participants who are working from home under a hybrid work arrangement may also be responsible for the care of others (i.e., family members). ANC recognises that care may need to be provided to family members on an occasional basis during the workplace participant's working hours. However, it is important that these responsibilities do not impact on the workplace participant's performance or availability during working hours.

If a family member requires an employee's care or support due to their illness or injury, then an appropriate form of leave, for example carers' leave should be applied for, rather than working from home.

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Any workplace participant, or their manager, who feels the above requirements cannot be met is encouraged to discuss the caring responsibilities so that alternative arrangements can be considered.

Personal Leave

ANC recognises the importance of workplace participant's health and well being.

Workplace participants who are not fit for work because of a personal illness, or personal injury should apply for and take any available personal/carers leave regardless of their work location.

Health and Safety

Workplace participants working from an alternative work location must have a designated area that is deemed to be an acceptable workspace. A Work Health and Safety (WH&S) Home Worksite Risk assessment checklist must be completed by the workplace participant and given to their manager prior to commencing working from the alternative work location.

The workplace participant is responsible for reporting any hazards or risks that may arise in the alternative work location and must report any incidents immediately to their manager.

Equipment

Workplace participants working from an alternative work location may establish an office using their own equipment and the equipment provided by ANC. However, workplace participants must ensure that any personal equipment used does not pose a risk to their health and safety.

With respect to any electronic equipment, any equipment provided by the workplace participant should be compatible with ANC's equipment and network requirements and should pose no security risk.

If additional equipment is required to make the alternative work location safe, the workplace participant must speak directly with their manager. Approval for additional equipment will be considered on a case-by-case basis following a request in writing from the workplace participant.

Any equipment provided by ANC to the workplace participant remains the property of ANC at all times and must only be used for work purposes. All equipment provided to a workplace participant in order to work from an alternative work location, remains the property of ANC. It is to be used for work purposes only and must be returned at the request of ANC or at the end of the hybrid work arrangement.

ANC will not assume responsibility for any damage or equipment failure of a workplace participant's personal property or equipment as a result of a workplace participant working from an alternative work location.

Security and Confidentiality

Workplace participants who are working from alternative work locations are responsible for ensuring all precautions are taken to protect ANC's property and information. This includes protecting against theft and unauthorised access and ensuring any company documentation is properly and securely stored and destroyed appropriately if required.

Workplace participants continue to have an obligation to maintain the confidentiality of ANC while working from alternative work locations. Particular care must be taken when making or receiving phone calls. Computers must be locked when not in use and should not be used in a space where a screen can be easily viewed.

Variation and review

ANC reserves the right to vary, replace or terminate this policy from time to time.

Unless altered earlier, this policy will be reviewed every 2 years.

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