

Remote & Hybrid Working Policy

1. Policy Statement

SeenEm[®] supports flexible working arrangements while ensuring service quality, security and employee wellbeing.

2. Scope

Applies to approved remote or hybrid working arrangements only.

3. Eligibility & Approval

Remote working is subject to management approval and may be withdrawn if requirements are not met.

4. Responsibilities

Individuals must:



Maintain confidentiality and data security



Remain contactable during working hours



Work from a safe and suitable environment

5. Equipment & Systems

Only authorised systems and devices may be used to access SeenEm[®] data.

6. Health & Safety

Individuals are responsible for ensuring their remote workspace is safe and compliant.

7. Review

Reviewed annually by the Board of SeenEm[®].



Approved by: The Board of SeenEm®

Review frequency: Annual

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