



REMOTE WORKING POLICY

Policy Owner:	Bottle Buhle Brands (Pty) Ltd		
Effective Date:	8 <sup>TH</sup> OCTOBER 2023		
Version:	Version 1		
Authorised by:	CEO		08/10/2023
		Signature	Date
	HR Manager		
		Signature	Date
Note:	Bottle Buhle Brands (Pty) Ltd (herein after referred to as Bottle Buhle Brands) reserves the right to amend the contents of this policy as and when required. The policy currently in effect will apply to all employees regardless of the policy that applied at the time of employment.		

1. OBJECTIVE OF THE POLICY

- 1.1 The purpose of the policy is to provide employees and employers with guidelines when working from home and to ensure that both the employer and employee benefit from this arrangement.
- 1.2 A remote working policy allows employees to maintain a healthy work-life balance, improve employee productivity and increase morale, in line with the Company’s purpose of changing people’s lives for the best.

2. APPLICATION

- 2.1 This policy applies to all Bottle Buhle Brands employees working from home, and stipulates that employees are bound by their employment contract to follow the Company’s Code of Conduct, policies and procedures while performing their duties, whether in the office space or working remotely.



3. DEFINITIONS

- 3.1 **“Absenteeism”** – refers to frequent absence from an employee’s job responsibilities, whether working remotely or in a shared office space.
- 3.2 **“Employee”** – refers to anyone, other than an independent contractor, who works for Bottle Buhle Brands.
- 3.3 **“Tardiness”** – refers to starting work late, taking longer breaks than you’re entitled to and consistently ending work earlier without reason/permission.
- 3.4 **“The Company”** – refers to Bottle Buhle Brands (Pty) Ltd.

4. PRINCIPLES THAT APPLY TO THE POLICY

- 4.1 Management discretion applies to all circumstances surrounding the remote working arrangement and practical guidelines for each Division or Department.
- 4.2 The policy requires discipline, ownership, time and self-management, maturity, and delivery with minimal Management oversight.
- 4.3 Standards and job requirements are expected to be maintained. Non-performance or not achieving deliverables will follow the same performance management or disciplinary process.
- 4.4 To be eligible to work remotely, employees must, among other things:
  - a. Have portable job duties.
  - b. Have a work site and equipment (internet, furniture etc.) suitable for working remotely.
  - c. Be able to work independently and productively.
- 4.5 The trust relationship between the employer and the Employee must remain intact.
- 4.6 The remote working employees are expected to ensure office space and equipment are used safely.

5. DUTIES OF EMPLOYEES WORKING REMOTELY

- 5.1 To ensure that employee performance will not suffer in remote working arrangements, employees should employ the following guidelines:
  - a. Choose a quiet and distraction-free working space.

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- b. Have an internet connection that's adequate for their job.
  - c. Dedicate their full attention to their job duties during work hours.
  - d. Adhere to break and attendance schedules agreed upon with their Line Manager.
  - e. Ensure their work schedules overlap with those of their team members for as long as is necessary to complete their duties effectively.
  - f. Schedule virtual meetings with their team members to ensure that the team is proactively working towards the same goal/deadline.
- 5.2 Whilst being afforded flexibility to work remotely, employees must continue to honour the Bottle Buhle Brands' values.
- 5.3 It is the Employee's responsibility to ensure that they consistently follow the work schedule laid out for them by their Line Manager.
- 5.4 Employees are obliged to act professionally and responsibly even without direct supervision, and to act in the same manner as normally expected by Line Manager and the Company when working remotely.
- 5.5 Employees are expected to take ownership of their agreed deliverables and to ensure that the quality of their performance remains at a satisfactory level.
- 5.6 Employees need to be online and accessible to their colleagues and Line Manager for their allocated 8 hours per day, Monday to Friday.
- 5.7 Employees are expected to check-in with their Line Manager at least once a day and maintain communication with their team members.
- 5.8 Employees are responsible for notifying their Line Manager if they require a late work morning or an early end to the workday in advance and should provide a valid reason for the change in their work schedule.
- 5.9 Employees should treat the Company's property (including material and intangible) with respect and care at all times.
- 5.10 Employees are responsible for the safekeeping of Company property in their possession.
- 5.11 Employees are expected to refrain from misusing Company equipment and should respect all kinds of incorporeal property.

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- 5.12 Employees working from home should be reminded that even if they are working from home, they are bound by any confidentiality and/or security agreements in connection with their employment.
- 5.13 Employees need to show integrity and professionalism at all times, especially when dealing with colleagues and customers remotely.
- 5.14 Employees should be cognisant that their appearance matters when representing the Company. When interacting with customers/clients remotely, employees are expected to present themselves in a neat and professional manner.

**6. DUTIES OF MANAGERS**

- 6.1 Managers need to ensure that clear and reasonable work schedules are determined for remote working employees.
- 6.2 Managers should ensure that each employee with remote working benefits is aware of the following:
  - a. The conduct and performance outcomes expected from them.
  - b. The expected standard, platform, and frequency of communication with their colleagues and Line Manager.
  - c. How the work-life balance will be managed.
  - d. How performance will be managed and measured.
- 6.3 Managers should set standardised deadlines for remote and office-based employees to ensure consistency amongst all employees.
- 6.4 Managers are responsible for monitoring the attendance of their employees and addressing attendance issues appropriately. This includes ensuring tardiness is avoided as much as possible to ensure there are no disruptions in the general flow of the organisation.
- 6.5 Managers are expected to respect the remote employee’s right to take their usual breaks. Managers should encourage employees to take their usual breaks throughout the workday so that they do not feel overworked and drained after the workday.

**7. RELATED POLICIES AND PROCEDURES**

- 7.1 Disciplinary policy.

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7.2 Company property policy.