

Working From Home

A guide to Activity Based Working



ABW Policy

These guidelines have been developed to outline the principles of Activity Based Working (ABW) at Amicus and provide practical tips for when and how we apply them. This will help to ensure we balance our work and personal responsibilities holistically.

This Policy and Amicus Values

Team Builder

- Amicus Leaders operate on trust and look to evaluate performance on outputs, not input

Accountability Driver

- Amicus allows and expects employees to use intelligence and sound judgement in their decisions about their work locations

Positivity Machine

- ABW aims to provide a finely-tuned workplace platform from which we can pursue our core objectives in the most employee-centric way possible

What is ABW at Amicus?

ABW removes set seating in the office and the hierarchy this entails while reducing the overall floor space required by improving real estate utilisation. However, ABW is not just about real estate changes or choices like adopting an open plan office or hot-desking. Instead, ABW typically offers a far greater variety of spaces (including remote working) where employees can work anywhere depending on the task at hand and outcome desired. In short, it offers employees time and place independence, where Leaders operate on trust and look to evaluate performance on outputs, not inputs.

Working Remotely

At Amicus we support working remotely, be it from home, at a café, on the train, on the bus, anywhere really as long as you choose the right place for your work at that time. Working remotely may be occasional, regular or part of an ongoing flexible working arrangement. Some roles/tasks/meetings can be performed effectively from an offsite location, whilst there are other roles which are not suited to offsite work. Where it is not practical to achieve your goals then working remotely is not supported. The following tips achieve success when working remotely:

- Have clear objectives in place when you are working remotely so your leader knows what you plan to achieve for the day (use the daily huddle to communicate this).
- There will be times when you need to be in the office and your leader has every right to ask you to come in on a day you might ordinarily work remotely for certain meetings, projects and team connectivity.
- Hold yourself accountable and be organised and effective with your time management. We expect that if you are working remotely that you are free from distraction and have a quiet space where you can do your best work.
- It is your responsibility to arrange care for dependants. It is not suitable to use working remotely as a substitute for care.
- New Starters may need to limit remote work initially while getting to know their team and Discovering Amicus via their Induction Program.