

# REMOTE WORKING PLEDGE

I commit to be *family orientated*

I commit to support adjustments for *personal needs*

I commit to support *“Not Camera Ready”* times and *avoid video fatigue*

I commit to *regularly check in* on other associates

I commit to *build and maintain networks* whilst *staying socially connected*

I commit to *be considerate* and *kind*

I commit to *take care of myself*



## **I COMMIT TO BE FAMILY ORIENTATED**

I would like to have facial interactions on calls with people as much as possible, but I want everyone on the call with me to know that if they need to put a call on hold to handle a problem that is 100% OK. No-one wants to see family getting upset or being affected because you were on a video call. It is their home as well as your office.

I will actively check in with my colleagues to understand their family situation and support them if needed with any challenges they may have. And, I will protect their privacy.

## **I COMMIT TO SUPPORT ADJUSTMENTS FOR PERSONAL NEEDS**

I recognise we are all adjusting in these new circumstances. I encourage associates to block time out on Outlook during the day to be able to focus on activities they did not foresee. And, I commit to respect those boundaries when scheduling meetings.

Hint- Please make sure those you work with know that you are away during specified times so they can plan. And, if a situation arises unexpectedly then let your line manager know so they can communicate and support you.

## **I COMMIT TO SUPPORT “NOT CAMERA READY” TIMES AND AVOID VIDEO FATIGUE**

I will turn my camera on when I can as I appreciate it helps others interact with me and stay connected. However, I understand there will naturally be times when it is just not possible given home circumstances or people do not feel ready. And, I recognize the impact of video fatigue that may arise and want people to feel comfortable that they can simply turn the video off as needed - it is 100% OK.

Hint - Upload a profile picture onto Microsoft Teams so people are not just staring at your initials.

## **I COMMIT TO REGULARLY CHECK IN ON OTHER ASSOCIATES**

I will often check in on the physical and mental health of my co-workers, friends, and family while respecting people's privacy.

I will be open to having 1-2-1 conversations, creating an environment in which people can speak to me openly while ensuring their privacy.

I will send simple Slack/Teams messages which say “Hi, just checking in to see how you are getting on?” and I will offer to help if needed (in a genuine way) whilst supporting privacy.

## **I COMMIT TO BUILD AND MAINTAIN NETWORKS WHILST STAYING SOCIALLY CONNECTED.**

I pledge to create social interactions virtually, with fellow associates. Organising virtual coffee breaks, quizzes, bingo nights, or something else, I will find ways to stay connected and have fun.

I pledge to value differences and recognize that associates may have different needs to my own. I pledge to create a feeling of belonging and strong team morale in all my interactions.

## **I COMMIT TO BE CONSIDERATE AND KIND**

I will keep in mind that I am “showing up” in others’ homes for the first time and want to be a good guest.

I will not make people feel bad about interruptions or make someone feel self-conscious about their surroundings. And, I will not comment on someone’s video quality, background, lighting as it is fine to have a busy background.

As I meet associates’ extended work family, I will do so with compassion. It is fine for there to be noise, children joining calls or pets making appearances. In fact, we welcome associates showing up authentically.

I will show a personal interest in a positive way with my fellow associates, e.g. if I notice something interesting, I will ask about its personal significance to bring those office conversations to the WFH (Work from Home) environment.

I will understand that my colleagues have different working patterns and preferences to my own. I will treat personal information shared with integrity and confidentially. I understand such information is not mine to share with others.

## **I COMMIT TO TAKE CARE OF MYSELF**

I will ensure I take care of myself both physically and mentally.

I will make sure to take time off to recharge my batteries.

I will stand up often in-between meetings, stay hydrated, and get the sleep I need.

I will not work excessive hours that may be detrimental to my health.

I will block out time on my calendar to have lunch away from my workstation to avoid fatigue.

Where possible I will get outside each day to get fresh air and change my surroundings.

I will ask for help if I am struggling. I know that this help is available in many places at IDBS.

Hint: Set your OOO (Out of Office) for the time which you have lunch so people are aware you are away and will not book time in your calendar.

