

INTERNATIONAL REMOTE WORKING POLICY

Effective from:
July 2021



- Scope

- Guidelines:
 - Approval

- Immigration
- Payroll/tax
- Medical Insurance & other benefits
- Information security
- Other

SCOPE:

This policy is applicable to all RAIUL employees with a UK contract of employment that are, or may be, working temporarily from outside the UK.

It does not include normal business trips. It also does not include RAIUL employees on a US at will Agreement. Employees who wish to relocate to the US will need to approval from their manager, Finance, HR and IT at least 30 days in advance of travelling to the country.

Employees are expected to work within the UK. Where approval is given to work outside of the UK, this would normally be for a maximum period of up to 30 days in any 12 months rolling period depending on the country they wish work from.

Irrespective of the planned remote working period, employees will be required to obtain approval from their manager, HR, Finance and IT prior to going abroad to work outside of the UK. Employees and their managers will need to consider matters such as time differences, health and safety, GDPR, IT equipment (such as laptop), internet speeds and any adjustments that may be needed. The University will not reimburse for any additional equipment allowing the employee to work from aboard.

GUIDELINES:

APPROVAL:

Employees will be required to obtain permission from their manager, HR, Finance that they intend to work outside of the UK on a temporary basis. Full approval must be obtained in writing at least 30 days in advance.

- The application form (Annex A) should be completed to progress any applications.
- Employees will be required to confirm:
 - the country they will be working remotely from.
 - how many days they will be physically in the country This will need the employee to specify how many holiday days they will be taking, and how many days they will be working remotely for the duration of their stay in the country.
 - dates and total number of days they have been physically in the country, specifying days they have worked in the country, and how many days they have been there for holiday purposes, in the last 12 months.

IMMIGRATION:

- Employees must obtain or hold a valid work authorisation in the country that they intend to be working from.
- Employees must maintain their right to work in the UK, including any existing visa, ensuring this will remain valid for the duration of the temporary remote work. If this lapses because of the employee/s being temporarily abroad, the employee/s will be put on unpaid leave of absence and their employment contract may be terminated.

PAYROLL/TAX:

- **RAIUL will not approve any travel to another country where RAIUL has a tax liability in that country.** Any employee tax obligations arising from working outside the UK, including double taxation on income, will be the sole responsibility of the employee to pay. No payroll adjustment will be made by RAIUL.

- RAIUL will not pay for tax return service or tax advice in the remote country.
- Employee/s will also be required to keep their manager, Finance, HR and IT informed if their situation/ circumstances changes. If the employee/s are likely to require an extension of their stay/remote work, approval should be sought as soon as possible, and prior to the end of the initial agreed period.

MEDICAL INSURANCE & OTHER BENEFITS:

- Employee/s understand that they will not be covered by RAIUL medical insurance (currently BUPA) while outside of the UK.
- Employee/s will be responsible to pay for medical expenses and other benefits in the remote country as necessary, and will be solely responsible for such incurring costs.
- Employee/s are required to pay for all travel as a consequence of the remote working, including for healthcare and medical treatment/s.
- Employee/s cannot use RAIUL's business travel insurance for the purpose of temporary remote working.
- Any pension contribution/s and retirement benefits consequences will be the sole responsibility of the employee.
- Pension and life insurance schemes will be subject to the provider's cover criteria.

INFORMATION SECURITY:

The following security principles should be followed when working away from the main University locations (further details will be provided by IT as part of any application):

- **Information assets:** information assets are commonly laptops, mobile phones and desktops. You must ensure they meet a minimum baseline of security controls.
- **Working Practices:** it is required to maintain a good level of information security in all work-related scenarios.
- **Acceptable Usage:** the usage of information assets and RAIUL data must take information security into account.
- **Connectivity:** the connectivity to RAIUL services remotely and the transfer data must be considered.
- Employee/s will be required to comply with the Data Privacy regulations applicable to the UK (Data Protection Act 2018 and the GDPR) and the country they will be working from.

OTHER:

- Employees will remain employed by RAIUL in the UK, under their UK contract of employment.
- RAIUL will not amend the employees pay according to the country's minimum wage/salary band they will be temporarily working from.
- Employees/s will remain bound by the UK's employment jurisdiction and not the country they will be temporarily working from.
- Employee/s will follow the UK's entitlements for annual leave and bank holidays.