***Nomad Policy***

**Introduction**

Nomad working means the ability to work outside of the UK in many destinations worldwide.

It enables you to visit friends and family or even stay in a country for a longer period of time than you normally would.

As long as you continue to work whilst you do it, you don’t have to take the time of against holidays and lose your holiday allowance. However, you may wish to combine the two options i.e. take an extended holiday with Nomad working.

**Rules and Boundaries**

-Each employee can have a maximum of 30 Nomad working days – 6 weeks –per year.

-You can split them up across the year, take them all in one go or combine them with holidays provided your manager approves this.

-You can request to work in a time zone no more than either 8 hours behind or in advance of the UK.

-You must adhere to UK working hours and time zones when abroad

-You should put in the request to work abroad at least 3/6months in advance

-The company has the right to refuse requests, if it will not work operationally or if the time zone is more than 8 hours either behind or in front of the UK or if we deem that country too big a security risk for you to be in (we will check the FO’s website)

-We, your employers will carry out a risk assessment.

-You must ensure that you have access to a secure, stable and secure wi-fi connection during the working day.

-Any time lost due to an unstable, or broken wi-fi connection will be taken from your annual leave.

-You are responsible for buying extra credit on your phone as a backup. The company will not reimburse you for this.

-You are responsible for your own travel insurance.

-We will ensure that our company insurance covers you working abroad.

-Please ensure that you are personally safe and secure.

-You must seek the advice of an accountant or lawyer to ensure you are not liable for any taxes in the country you are visiting as this will be at your own expense.

-You must return to the UK when you say you will.

For further information on this or any other policy please contact hello@tercushr.co.uk



