

Proposed Hybrid Workplace Principles

Current principles

New Ways of Working principles
People at the heart

People are our priority
The safety and wellbeing of our people is our priority. We want to ensure work is done in a safe environment.
This includes everyone's physical and psychological safety.

Coming together in-person matters
Culture is created through moments that matter. We believe it's important that we meet in-person to build and sustain high trust, connection, collaboration and belonging.
So, while there's no mandatory days in the office, we do expect regular attendance. For people who have been working from home, we don't envisage any roles will continue to be 100% from home.

Teams are trusted
There's no one size to fit all. We encourage teams to decide how often and for what activities they come together in person.
Discuss and agree your work pattern together with your team and talk regularly to ensure it's working for everyone.

Flexible working is supported
You have told us that flexibility works for you, and we have listened. We all need to continue to balance the needs of individuals, teams and the organisation to deliver great customer outcomes.
DCS non-executive staff can apply for a compressed working week.

Key changes

- New names: recommending **Hybrid Workplace Principles**
- DCS Corporate visual identity/branding
- Four refreshed principles
- Approval pathway for Flexible Working Arrangements (FWA) requests
- Streamlined Escalation process

Draft principles

- 1. Our safety, wellbeing and development is important.** It's everyone's responsibility in every workplace, whether that is in-office, at a customer site or at home, to ensure everyone's physical and psychological safety and well-being as well as ongoing learning needs are supported.
- 2. Coming together in our workplaces matters.** So, while there are no mandatory days in the office, we do expect people to work principally from the office. This means coming into the office more often than not and subject to the availability of accommodation. We encourage teams to create opportunities for greater collaboration and connection.
- 3. Finding the rhythm that works.** Hybrid working balances the needs of the business operating rhythm and teams to deliver great customer outcomes. Be conscious to create equity (not equality) of experience for everyone
- 4. Flexible working is our norm.** DCS non-executive staff can apply for a compressed working week, flex time, work part-time or job-share. You can also split your days between the office and home or stagger your start / finish times. It's important that arrangements are planned so that they can take into account individual circumstances and can be formalised through your individual flexible working arrangement.