



**Isle of Man  
Government**

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# Homeworking Guidelines

## Supporting Information

**Isle of Man Public Service  
Homeworking Guidelines**

Homeworking can offer flexibility to both employers and employees. The key to success is mutual understanding and trust, leading towards mutual benefit. This relies on collaborative working between the employee and the line manager.

## Top 10 Tips for Managers

1. Encourage people seeking to work remotely – there truly are benefits for everyone
2. Familiarise yourself/ the team with the policy and guidelines so that everyone knows the framework that we work within and there are no nasty surprises
3. Keep in regular contact with each team member to maintain individual working relationships and support their wellbeing
4. Maintain regular contact across the team/s – this may require more effort to create interaction where people are not physically working together as much as they were previously
5. Trust and empower your people to deliver – people can do amazing things remotely and team members do not have to be at a desk in your office to be doing a good job
6. Use good performance management and regular catch ups to ensure outputs/outcomes are being delivered and people remain motivated and focused on the priorities for their role
7. Use remote working as an opportunity to streamline your processes to ensure that work across people/teams is as efficient as possible
8. Some things will always be better or can only be done face to face – and that's fine!
9. Ensure that you can maintain the balance of benefit for individual, team, Department and customer. If any of these is suffering, or demands change, take time to review and evolve how remote working is applied in your team
10. Be relentless in your pursuit of all the opportunities that remote working offers to save money for Government and create a positive impact on our environment. Saving the Economy and solving the Climate Emergency are two of our key goals. Do you need all the office space you have always had? Does everyone need to drive to that meeting? Do you need a desktop computer and a laptop/phone/tablet? Do you need to all be at work for 9 or can some remote in to reduce the commute traffic? Can some people start early and others work late to provide a better customer service?

## Top Tips for Employees

1. Make remote working work for you. Change where you sit, put on music, whatever helps you work. And enjoy the perks – less commuting or uncomfortable shoes, and all your home comforts!
2. Set up a designated work space to keep work and home life as separate as possible, so that you have somewhere to focus on work and avoid distractions around your home. Homeworking requires a lot of self-discipline.
3. Take regular breaks to refresh and stretch. This is especially important if you are using display screen equipment and sitting for long periods of time.
4. Have a routine and know when to step away from work being clear when your working day begins and ends to avoid always being “on”. Perhaps think about having core hours during which people you work with are around for.
5. Set up your work station to create a comfortable working environment and make sure you have all the equipment you need. Be creative and try different set ups and items around your home to make it comfortable. Refer to the additional information at <https://hr.gov.im/policies-procedures-codes-guidance-and-forms/> under homeworking or Appendix 2 of the Homeworking Guidelines.
6. Be organised and structured. Write a to do list. Try and have structure to your working day to help keep motivated and to take regular breaks. Use your calendar or download a working hours app to help with this.
7. Keep in touch with your manager and colleagues. Contribute to team chats and group emails so you don't drop off the radar. Make time for non-work chats like you would in the work place and use video calling to maintain face to face contact.
8. Ask for support when you need it. Speak up when you need assistance or are struggling with the demands of your role or homeworking.
9. Do get out of the house. Your body needs to move. Plus, the fresh air and natural light will do you good. When you take a break take a walk or go for a jog.
10. Look after your diet. Eat balanced healthy food and eat regularly. Take a lunch break and don't forget to stay hydrated.