

REMOTE WORKING FROM HOME POLICY

Introduction

Lynch Plant Hire & Haulage Ltd are aware of the necessity of some employees working remotely from home for operational business continuity: this is also reflected in our Lone Working policy.

Statement of Intent

We are committed to implementing the Remote Working from Home policy for essential workers by identifying the needs of the business, setting out clear guidelines for the company and its employees.

Policy Aims

This policy applies to employees whose primary or temporary work location is not at Lynch offices.

Policy brief & purpose

Remote working is a permanent or temporary agreement between employees and the company to work from a non-office location for short or long periods of time.

Remote working agreement

- Employees may work remotely on a permanent or temporary basis as and when agreed by the company.
- Permanent remote work employees should indicate their primary working address in a remote working agreement. This contract will also outline their responsibilities as remote employees.
- Office-based employees may also work remotely only if agreed by their line manager and this policy and RA64 have been briefed.
- Eligible employees are those who have been employed by our company and remote working does not compromise the volume and quality of work which would be expected when working within the office environment.
- Employees who are new parents or suffer from short-term/long-term disability may agree to longer periods of remote working with their manager and HR.
- Office-based employees may also revert to permanent/temporary remote working in cases of relocation, illness, government guidelines or other reason. The Line Manager will assess their eligibility on a case-by-case basis.
- Employees who want to work remotely must submit a request to their line manager.

Remote working that works

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that is adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

| | | |
|--|------------|-------------|
| Owner: Head of HSQE | Version: 6 | QP52 |
| Uncontrolled if printed or copied. Always check for latest version. | | Page 1 of 2 |

REMOTE WORKING FROM HOME POLICY

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Compliance with Policies

Our remote employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

- Data Protection Policy. (QP16)
- Social Media Policy. (QP27)
- Equality and Diversity Policy (QP15)
- Remote Working from Home Policy (QP52)
- Information Security Management Policy (QP19)
- Mental Health Policy (QP40)

Equipment

Lynch will provide our remote employees with equipment that is essential to their job duties, like laptops, headsets, and cell phones (when applicable.) We will install VPN and company-required software when employees receive their equipment. We will not provide secondary equipment unless authorized by a director (e.g., printers and screens.)

The equipment that we provide is company property: employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorised, or illegal software.

This policy will be communicated to all employees and organisations working on our behalf and displayed at our offices and on our intranet and is available to defined interested parties.

This policy will be reviewed if any significant changes to the above by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all remote working employees and people working on its behalf.



Rob Lynch
Joint Managing Director

Date: 15/10/25

| | | |
|--|------------|-------------|
| Owner: Head of HSQE | Version: 6 | QP52 |
| Uncontrolled if printed or copied. Always check for latest version. | | Page 2 of 2 |