



Our Journey To Embed Hybrid Working

With the relaxing of rules in the UK, we want to clarify our phased journey to embedding hybrid working. Our expectation continues to be at least two days per week in the office from 6th September in line with the timings across the group.

We know many of you are looking forward to getting “back” into the new normal, so we encourage you to build up to this pattern during July and August. For clarification, you can visit the Huckletree West members zone during July, and the new London Hub will be open from 2nd August. We have now removed all screens from the Studio Building.



Why have Hybrid working?

What has become clear through your feedback is that whilst we know home working works, it is not the whole solution. For this reason, hybrid working is something that you told us you wanted with a mix of home working and office working.

Primarily, the feedback is that you missed the “real” connectivity that coming to a workspace provides. This connectivity is critical for many reasons, not least the importance of building and maintaining social bonds.

The move to London Hub with hybrid working built-in supports this need with a workspace fit for the “new normal”.

Being in the workspace is all about collaboration, connectivity, and communication...” *coming to work but not just to work,*” as described in the Hackathon. It is an opportunity to work with your team and cross-functionally, allowing creativity and innovation to foster.

When we talk about the London Hub, you need to know that we refer to our private workspace in the wider Huckletree West space at MediaWorks.



How will Hybrid Working, Work?

As mentioned, the key date for hybrid working is **6th September 2021**, and this is when we look forward to seeing everyone at least **two days per week** in the London Hub.

Recognising that collaboration is so important, our aim is for one of those days to be a “team-based day”, allowing you the opportunity to work alongside your entire team. Over the next few weeks, we will be working with departmental managers to develop an ongoing rota for team-based days.

The other days or days will be something you work out with your line manager depending on needs.



Is it Covid safe to come into the office?

This is an important question to ask, and whilst the UK may be “open” with rules relaxed, we believe it is the right thing for Colart to **maintain** protocols to protect you, your colleagues and your family.

The following Colart measures will therefore remain in place:

- Hand sanitiser bottles and wipes at each desk.
- Hot desking system for full and half day booking with ability to identify hot desk bookings in the event of contact cases.
- The requirement to wear face masks when not seated at a desk or when social distancing cannot be maintained in shared spaces
- No keyboard and mouse sharing at hot desks
- Cleaning rota system for shared bathrooms

Furthermore, the following is essential to note at the London Hub

- Desks with front and side protective screens
- Dedicated cleaning service at multiple intervals throughout the day for all London Hub zones
- Personal locker to store your belongings
- An underfloor air displacement air conditioning system
- 4.55-metre-high ceilings

Finally, it is important to note that Covid-19 vaccinations are not enforceable however we do highly recommend this. Please also review the “Reporting Covid & Contact Cases” in the Health and Safety section of London Hub Facilities and Services Guide, which you can view by clicking [here](#).



Wellbeing in a Hybrid Work Environment

As we have found in many of our listening exercises, everyone has had different experiences, so whilst most of us are excited about returning to work, it may be daunting for some. We appreciate that we are all different and encourage you to talk **directly with your manager if you have any concerns about your wellbeing**.

Do remember to check out our Employee Assistance Programme as it could provide some additional support. You can access the programme via the intranet by clicking [here](#)



What's next?

We aim to make your move to hybrid working as seamless as possible, and to help this; we encourage you to take the following steps:

- Book your induction and registration session between **2nd – 13th August** by clicking [here](#) - this will be your first official day in the London Hub. Of course, if you are on holiday during this period, we will organise your registration on your first day in.
- Order keyboard and/or mouse (if required) by raising a ticket with the service desk.
- Familiarise yourself with the hot-desking kiosk booking systems located on the London Hub intranet page [.\(https://intranet.colart.com/en/business/locations/hot-desking-tool/\)](https://intranet.colart.com/en/business/locations/hot-desking-tool/).
Remember, you cannot work at either the Studio Building or the London Hub if you have not booked a desk in advance.
- Review and familiarise yourself with our new online Services & Facilities Guide located on the London Hub intranet page by clicking [here](#) .
- Check with your manager about the rota for your team-based day in the office and make sure you book a hot desk ahead of this day.
- Start getting into the flow of working at **least two days per week in the office**
- Click [here](#) to view a video summary of the above

If you have any concerns, please talk directly with your line manager. We need to understand any issues so that we can work together for the right solution.

Thanks for your support, and we look forward to seeing you.