**WORKING FROM ABROAD**

As good public servants, our first duty is to the residents of Hounslow. They are at the heart of everything we do, and we need to be a rock for them.

We need our workforce to be rooted in the Borough. By this we mean there is an expectation for you to connect with the place of Hounslow, to understand our residents’ needs and to be able to attend a council workplace within a reasonable time.

**There is no entitlement for colleagues to work from abroad or outside the UK.**

We appreciate that many colleagues have relatives abroad and may need to spend some time with them to deal with family matters or require an extended absence in an emergency. Ordinarily, we expect that this will be managed using existing leave arrangements (annual leave, special leave, unpaid leave). Remember you should not normally be accessing our systems during periods of leave.

**Extenuating Circumstances**

It is not our practice to work from abroad and such requests will only be considered in extenuating circumstances to cover temporary, short-term needs. If the time you need to spend abroad cannot be managed through our leave provisions:

* [Speak to your manager](https://lbhounslow.sharepoint.com/:w:/s/IntranetLinks/HR/ERwUPs04gLJBlECfdkQ7pesBqKlE_ESSpQX2IfSmC1ZMtg?e=LsYWtJ) to see if, exceptionally, you can work from abroad for a given situation.
* Your manager will consult their People Business Partnering team, to jointly consider the request. Decisions will take into account the risk to the council, after consultation with ICT Security and Information Governance.
* If the country of travel is on the [high risk list](https://lbhounslow.sharepoint.com/:w:/s/IntranetLinks/HR/ET6Vw4MIcz1FvFHfIOAMJxQBuD8TKR3QOJjobjN_i_tnJw?e=S4VEbD) your request will not be approved. This list is subject to change and therefore decisions can and will vary.

Additionally, there may be other countries where working from abroad is not advisable. If so discussions with ICT and Information Governance should take place before a decision is made.

* The decision is final and there is no right of appeal

If your request to work abroad is approved, you must follow these [Do’s and Don’t’s for working securely from abroad.](https://lbhounslow.sharepoint.com/:w:/s/IntranetLinks/HR/ERoL2F1Px0FOhRRkn9-b54MB0JgKGErTk8LYW60dufjmXA?e=RBISjl) An agreement is valid only for the circumstances considered and that request only.

To protect the Council and its data, ICT reserve the right to block or disable your account or access if alerted to any suspicious activity.