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Hidden Worker Policy

1. PURPOSE & COMMITMENT

This policy outlines the procedures and expectations for employees working remotely or in roles that do not require constant supervision or presence at the company's physical premises. It aims to ensure that such workers maintain high performance, accountability, and communication standards.

2. PURPOSE

The purpose of this policy is to:

- A. Ensure clear expectations are set for workers in hidden or remote roles.
- B. Maintain consistency in productivity and quality of work.
- C. Provide guidelines for communication, performance management, and safety.
- D. Protect the company's interests and compliance with relevant laws and regulations.

3. SCOPE

This policy applies to all employees of 4SSG UK Limited who are working off-site, in remote roles, or in positions that do not require physical presence at company premises (e.g., construction sites, mobile security officers, etc.).

4. RESPONSIBILITIES OF HIDDEN WORKERS

- A. **Communication:** Employees must regularly update their manager or supervisor on their work status, activities, and any issues that may arise.
- B. **Work Hours:** Employees must adhere to their contracted working hours, including any overtime arrangements.
- C. **Reporting:** Timely and accurate reporting on tasks and performance metrics is required.
- D. **Health and Safety:** Employees must comply with all health and safety regulations applicable to their work environment. Any potential risks must be reported immediately.

5. RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

- A. **Supervision:** Managers should conduct regular check-ins (either in person or remotely) to ensure workers are following company protocols and meeting expectations.
- B. **Support:** Provide any necessary resources and assistance to remote or hidden workers to ensure they can perform their duties effectively.
- C. **Performance Monitoring:** Implement performance management systems to track and assess the productivity and well-being of hidden workers.

6. EQUIPMENT AND TOOLS

- A. **Company Equipment:** Hidden workers must use company-provided equipment in line with company policies.



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Any damage or loss of equipment must be reported immediately.

- B. Personal Devices:** If personal devices are used for work, they must meet security requirements and be approved by the company.
- C. Remote Access:** Employees must follow company protocols for accessing company systems remotely, ensuring that proper security measures (e.g., VPNs, passwords) are in place.

7. COMMUNICATION TOOLS AND METHODS

- A. Regular Check-ins:** Employees should attend scheduled calls, video meetings, or any other form of communication to keep their manager informed about their work.
- B. Availability:** Workers must ensure they are available for communication during their working hours, either through email, phone, or other approved tools.
- C. Documentation:** Workers must keep records of their activities, and any tasks completed, to be shared with their manager or supervisor as needed.

8. SECURITY AND CONFIDENTIALITY

- A.** Employees must ensure that all sensitive company information is kept confidential, even when working remotely.
- B.** Hidden workers are required to follow all company data protection and cybersecurity protocols.

9. PERFORMANCE EXPECTATIONS

- A.** Workers should meet or exceed performance targets, and failure to do so may result in corrective actions, including performance reviews or further training.
- B.** Supervisors should review the performance of hidden workers regularly, either through performance management software or by conducting informal check-ins.

10. HEALTH AND WELLBEING

- A.** Employees working remotely must have an appropriate and ergonomic work environment. The company encourages all employees to take regular breaks to ensure their health and well-being.
- B.** Hidden workers must be mindful of their mental and physical health and report any concerns to their manager or the HR department.

11. REVIEW AND ADJUSTMENTS

This policy will be reviewed annually or as necessary to ensure it remains relevant and effective. Changes may be made to improve the functioning of remote and hidden workers.



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12. COMPLIANCE WITH LAWS

4SSG UK Limited ensures that all laws, including employment and health & safety regulations, are adhered to for all remote or hidden word

The Managing Director shall review this policy annually or follow significant changes.

A handwritten signature in black ink, appearing to read 'Nadeem Hussain'.

Nadeem Hussain
4SSG UK Limited

This policy is reviewed on 01 – 08 – 2024