

Furlough – Do's and Don'ts

We have set out below a list of Do's and Don'ts on what you can or can't do whilst on furlough under the UK Government Coronavirus Job Retention Scheme ("Furlough"). Please note that this is a non-exhaustive list. It is vitally important that this guidance is adhered to by all employees who are placed onto the Furlough scheme – failure to do so could undermine the employer's ability to claim the Government subsidy.



Do's

- Follow the Government's guidelines on social distancing and other measures to control the spread of Coronavirus (which are updated regularly – please check)
- Keep your line manager and HR updated if there is any change to your circumstances
- Update your email out of office or voicemail messages to let contacts know you are not working and to provide them with an alternative point of contact
- Let us know if your contact details change, as we may need to contact you (for example we may require you to come back to work earlier than expected)
- Continue to comply with all other terms and conditions of your employment contract – including your obligations concerning confidential information and contractual restrictions
- You may continue to access our online learning or training resources (provided such training does not provide services to us or our clients, or generate revenue). You are not required to do any learning or training activity and access remains available to you purely for self-development purposes
- Consider taking part in volunteer work for the NHS, registered charities or community initiatives (subject to you being able to do so whilst adhering to up-to-date Government guidelines on social distancing)
- Feel able to keep in touch with your team and colleagues in a purely social and personal capacity, but you should not discuss any work matters



Don'ts

- Don't do any work for us (this includes checking or responding to emails or telephone calls – automated out of office messages etc should be in place)
- Don't provide any services to our clients or customers, or generate any revenue for us
- Don't access your work email account. You can only access your work email account, if you need to check personal emails specifically
- Don't use your work equipment (phone, laptop, computer, etc) at home, unless you need to do so for purely personal reasons (for example, checking personal emails sent to your work email account)
- Don't contact clients or customers or colleagues for any work purpose (even to provide an alternative point of contact - this should be provided by automated out of office messages)
- Don't carry out any powers or controls you hold on behalf of the company, for example if you are in a managerial job role
- Don't come to your usual place of work or any premises of the company
- Don't disclose details of the specific arrangements agreed with you to third parties
- Don't undertake any paid work for a third party without notifying HR first
- Don't engage in an alternative employment or voluntary role (unless

- Access our Employee Assistance Programme should you need to do so

you have a certificate authenticating you as an emergency volunteer) which would mean that you are unavailable to return to work after your furlough leave ends or if we require you to come back to work earlier than expected

- **Don't do anything which goes against the Government's guidelines on social distancing and other measures to control the spread of Coronavirus.**