

## Guidelines for Working from Home

SIPRI aspires to provide a stimulating work environment where staff members work both individually and collaboratively, with respect for each other and for the different functions that make up the Institute. In-person interaction is fundamental to this end, which means the bulk of the work is conducted in the SIPRI office building in Solna.

Collaboration on SIPRI's many activities is normally best achieved when physically sharing a workplace. Interaction between different parts of the organization, opportunities for spontaneous meetings, information exchange, networking, social interaction and learning all contribute to and sustain the collective life at SIPRI. In addition, there are situations that cannot or should not be handled digitally, for reasons of privacy, security or quality. Therefore, the office is the main workplace.

At the same time, SIPRI wants to contribute to flexibility in terms of where and how employees perform their work. To this end, working from home (WFH)—meaning work tasks are performed at an employee's home rather than in the office—will be permitted under the following conditions.

### General terms and conditions for WFH at SIPRI

- These guidelines only refer to WFH carried out within Sweden's borders.
- WFH can take place for up to two days per week, as agreed between the line manager and the employee.
- WFH days cannot be accumulated and carried forward.
- WFH is voluntary and based on trust and an agreement between the employer and the employee, with specified forms and conditions.
- SIPRI's needs and requirements govern where work is to be performed. Regardless of the location, effectiveness and efficiency must be maintained, as well as a commitment to stakeholders and to uphold trust and confidence in the Institute.
- WFH takes place under the same conditions as work in the office in terms of agreements, rules and policies. Regardless of the location, the employee must be available to managers, colleagues and other stakeholders during regular working hours.
- Employees must be available online or, if required, in the office.
- Within the framework of the general terms for WFH, the line manager and the employee shall agree on the details of an individual WFH agreement, which is subject to approval by the Director of Studies/Head of Department and the Human Resources Director. The employee is responsible for informing their immediate colleagues, such as their own team, working and project groups, and other stakeholders, about relevant WFH arrangements.

- The line manager may decide on ad hoc exceptions to individual WFH arrangements at any time, if circumstances so require (e.g. regarding participation in external or internal SIPRI activities). Employees are advised to refrain from scheduling regular non-work-related commitments during working hours (Mon-Fri 9-15.30 hrs) on their WFH days.
- The line manager may adjust individual agreements at any time, if SIPRI's needs or other conditions change.
- SIPRI's security policy and guidelines for the use of IT equipment also apply to WFH. Work materials must be handled with care and stored safely, and the employee is obliged to follow given regulations and governing documents.

## **The work environment and WFH**

Both SIPRI and its employees must cooperate to create a good work environment for WFH.

SIPRI is responsible for ensuring that work is carried out in accordance with applicable work environment laws and regulations when WFH, while employees have the responsibility to notify their line manager if work environment problems arise or are likely to arise.

Since WFH is voluntary, SIPRI is not obliged to provide furniture or any other office equipment. SIPRI offers the possibility of WFH on the assumption that employees take responsibility to furnish and design their remote workplace in a manner that ensures that the work environment meets the prescribed requirements for a good work environment.

The line manager is obliged to continually monitor and have a dialogue with the employee to make sure that their WFH arrangements are functional. The dialogue shall cover physical, psychosocial and organizational work environment aspects, and the employee shall notify the line manager if work environment problems arise. If the line manager considers that the WFH arrangements do not meet the requirements for a good and safe workplace, the individual agreement can be terminated with immediate effect.

A good work environment means that the remote workplace must be functional and ergonomic. Furnishings and technical equipment should be set in relation to the extent to which work will be conducted from home, which is the employee's responsibility.

## **Equipment and WFH**

SIPRI provides all employees with a laptop and a mobile phone. SIPRI does not provide other technical or other equipment for WFH unless specifically agreed.

The employee is liable for damage to or loss of equipment and other property belonging to SIPRI. SIPRI is responsible for the employee's deductible costs if the equipment provided causes fire or other damage to their home. This also applies to burglary that can be considered to have an obvious connection to the equipment.

A prerequisite for WFH is that the employee has satisfactory home insurance, which is also a prerequisite for the employer's responsibility for compensation as outlined above.

## **Costs and WFH**

Employees are not entitled to compensation for any costs that arise in connection with WFH other than those that have been approved in advance by the employer. Expenses that are reimbursed can be seen as income from employment and must then be taxed as benefits.

Costs for electricity and internet connection when WFH are the employee's responsibility.

## **Revision of individual WFH agreements**

Individual agreements shall be reviewed during the annual performance assessment and development (PAD) and midterm review (MTR) talks between the line manager and the employee. They shall discuss all aspects of the WFH arrangement and, as appropriate, revise the agreement in writing using the template 'Individual agreement on working from home—SIPRI'.

## **The purpose of the WFH guidelines**

These guidelines apply to all employees of SIPRI and have been decided on the basis of the central collective agreement on WFH, which in turn is based on the European framework agreement on remote work. The central collective agreement includes the following:

- [The Work Environment Act \(Arbetsmiljölagen\) \(1977: 1160\)](#)
- [The Act on Occupational Injury Insurance \(Lag om arbetsskadeförsäkring\) \(SFS 2010: 110\)](#)

Applicable regulations from the Swedish Work Environment Agency:

- [Agreement on Remote Work \(Ramavtal om distansarbete\) \(2002-07-16\)](#)
- [The Central Agreement on Remote Work \(Centralt avtal om distansarbete\) \(2005-12-15\)](#)