



IARC Policy and Guideline on Teleworking Modalities

Responsible Unit	SSR/DAF
Issuance Date Version 1	16 September 2016
Effective Date Version 2	1 January 2020
Next Review Date	31 December 2021

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INTRODUCTION

The purpose of this document is to introduce and explain the policy on teleworking modalities to IARC personnel.

The document is organized in four sections as follows:

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I. Purpose and scope

Teleworking is a flexible working arrangement that enables staff members to carry out their assigned tasks and work responsibilities at their home or another agreed location outside the IARC premises. It is an integral part of the IARC human resource management strategy, which has as an essential component the creation of an enabling working environment while at the same time improving staff wellbeing and reducing stress.

Teleworking is based on trust, collaboration and dialogue between the staff member and the supervisor. When properly managed, and though not an entitlement, it has a positive impact on work-life balance, productivity and staff motivation.

This policy covers two types of teleworking: (1) demand-driven teleworking; and (2) teleworking due to force majeure.

II. Eligibility

This policy applies to both internationally and locally recruited staff members at IARC who have been employed for at least six months by IARC and hold continuing, fixed-term (including probationary fixed term staff) and temporary appointments, and who work on either a full-time or part-time basis. In the same spirit, the policy is also extended to all categories of Early Career Visiting Scientists (ECVS) as referred to in the ECVS Handbook.

III. Conditions

During teleworking, all personnel remain subject to IARC/WHO administrative policies and procedures and are expected to be contactable by telephone and via email during working hours. No 'out-of-office' message should be programmed during teleworking. All IARC personnel are reminded to always maintain their contact information (e.g. home address and telephone number) up-to-date in the IARC Personal Information Portal (PIP) and to check at regular intervals the functionality of their equipment for working from home, if applicable (including passwords for access, antivirus software, and charger).

Teleworking is not applicable during annual leave, sick leave (unless supported by a written recommendation from the IARC Staff Physician), special leave with or without pay, or compassionate leave. Furthermore, it should not be taken in conjunction with any type of leave.

Teleworking is not intended to serve as a substitute for enabling personnel to take care of their child(ren) or seriously ill family member(s), as this is provided for in the relevant IARC/WHO policy (<http://emanual.who.int/p03/s06/Pages/III612Familyemergencyleave.aspx>).

III.1 Tasks

Occasional working from home is an arrangement that occurs on an ad-hoc basis subject to service exigencies, for the completion of specific one-off tasks. This arrangement is suitable for, but not limited to:

- i. Demand-driven teleworking planned in advance:
 - tasks requiring uninterrupted concentration,
e.g.: where substantial research, analysis, or a writing assignment is to be completed within a limited timeframe and can be carried out independently (for instance grant writing, editing, translation, data analysis, computer programming, data entry).

- ii. Unplanned requests for teleworking due to force majeure:
 - tasks requiring completion by the staff member but which, due to circumstances beyond the staff member's control (e.g. limited mobility due to physical or environmental factors) will be carried out in the designated location outside IARC premises.
 - e.g.: major disruptive transit strikes, extreme weather, dangerous road conditions, riots, acts or threats of terrorism, or circumstances that IARC senior management deems not conducive to a safe working environment.

III.2 Output

Measurable outputs which have been explicitly identified, and which can be completed independently. Upon return to the office, the staff member shall report back to the supervisor on the work completed whilst teleworking.

III.3 Submission and Approval procedure

A demand-driven teleworking arrangement requires the first level supervisor's authorization prior to teleworking commencing.

The arrangement should be planned and approved in advance (at least 24 hours before the start of the arrangement with weekends not counting towards the 24 hours advance notice). The request should be submitted through the applicable e-leave system, including a short description of the work to be accomplished during the teleworking period.

A staff member whose occasional teleworking arrangement has not been approved is expected to report to duty on the IARC premises. Unauthorized absence from work may result in disciplinary action being triggered, including the possibility of summary dismissal.

Supervisors are expected to ensure discipline and fairness in implementing this policy, and objectively consider each request to telework. Their decision, positive or negative, must be entered into the applicable e-leave system at the supervisor's earliest convenience, and before the start of the requested teleworking period.

In case of circumstances outlined under point III.1.ii above, unplanned requests may be considered if the staff member explains the exceptional circumstances and clearly defines the activities that will be carried out on the day of the request. This should be done in writing, through exchange of emails with the staff member's supervisor for cases of specific weather conditions affecting safe arrival to the office. In cases where all or a large number of staff members are affected by a force majeure event, they will receive an email and/or SMS message from management (i.e., DAF or ASO), triggering IARC's Business Continuity Plan (BCP), and detailing steps to follow.

III.4 Duration

For full-time staff members the duration of demand-driven teleworking arrangements can vary from minimum a half-day (four hours) up to a maximum of four working days within a month (with a maximum of three days of teleworking if scheduled on consecutive days). The Supervisor must keep the unit Leave Administrator informed of the teleworking arrangement so that the staff member's absence from the office is not considered as an absence.

Part-time staff members are entitled to teleworking in the same proportion that their actual working schedule for the calendar month bears to the working schedule of a full-time staff member, rounded to the

nearest day or half-day. The meaning of “day” and “half-day” for a part-time staff member is determined with regard to his/her working time percentage and contractual arrangement in place on each given workday.

The following table summarizes the maximum duration allowed:

Working time percentage of staff member	Maximum number of teleworking days within the calendar month
100%	4 working days maximum (3 max on consecutive working days)
90%	3.5 working days (2.5 max on consecutive working days)
80%	3 working days (2.5 max on consecutive working days)
75%	3 working days (2 max on consecutive working days)
70%	3 working days (2 max on consecutive working days)
60%	2.5 working days (2 max on consecutive working days)
50%	2 working days (1.5 max on consecutive working days)

III.5 Remote access/Equipment

It is expected for the teleworking arrangement that staff members have their own appropriate hardware and software installed at the teleworking location. Staff members are responsible for protecting their own or IARC-owned electronic equipment and data from cyber security threats. Staff members must be equipped with the necessary IT access in order to carry out their work from the teleworking location, and must ensure that access data and deliverables is limited to those individuals or entities authorized by IARC. Restricted access materials may not be taken out of the office.

III.6 Costs

IARC is not responsible for the cost of connectivity, equipment, transportation of the equipment to and/or from IARC premises, repair or service, or any other expenditures incurred by the staff member. Travel costs to and from the teleworking location are borne by the staff member authorized to telework. The Agency will not be liable for material damage, loss, or theft of the teleworking staff member’s personal property or of IARC equipment resulting directly or indirectly from teleworking, even if incurred during the performance of official duties or while using IARC equipment. The Agency will not be responsible for any tax implications of maintaining the teleworking arrangement or connected to the teleworking arrangement.

III.7 Consequences of inadequate performance during teleworking

A staff member whose demand-driven teleworking arrangement has been authorized is expected to deliver the explicitly stated outputs in line with expected standards of quality, quantity, and timelines. Should these standards not be met, the staff member will not be eligible for demand-driven teleworking in the future.

III.8 Insurance

Unless evidence can be provided that the accident, illness or death was in fact service-related, claims for service-incurred accident, illness or death while benefitting from an authorized teleworking arrangement will not be considered.

In the case where the staff member's home is designated as the teleworking location, he/she must review their home insurance policies and must insure IARC equipment placed in their teleworking location under their own private home insurance policy. Any increase in home insurance coverage as a result of teleworking is the responsibility of the teleworking staff member. The Agency will not be held liable for any injuries to third parties resulting directly or indirectly from teleworking.

Except for the aforementioned limitations, with respect to service-incurred accident, illness or death staff members who have been authorized to telework will be insured under the Staff Health Insurance and the Group Accident and Illness Insurance policy in the same way as staff members working on the IARC premises.

III.9 Monitoring and evaluation

Human Resources will monitor and evaluate the application of the teleworking arrangements based on the analysis of the e-leave system, with a view to fine-tuning, as required, and to inform the long-term teleworking arrangement policy with the lessons learned. Specific aspects that will be evaluated will cover the number of teleworking arrangements granted, number of days, rationale for the requests, and impact on productivity of the staff member as well as the team's reaction and productivity.

Teleworking requests only require the approval of the first level supervisor. Group heads will be notified automatically for reference. DAF will conduct post facto monthly audits and point out irregularities to those concerned. Multiple abuses may result in blocking concerned personnel from future teleworking requests for specific lengths of time. Supervisors are ultimately responsible for ensuring compliance with the policy.

III.10 Conditions of employment

A teleworking arrangement does not change a member of personnel's conditions of employment or required compliance with the Agency's Staff Rules and Regulations and related policies.

III.11 Special requests

Special requests for teleworking arrangements such as, for example, teleworking between two duty travels to avoid unnecessary flights/costs) require approval by IARC Director on a case-by-case basis upon submission of proper justification. Relevant documentation in relation to approved special requests must be sent to DAF (daf@iarc.fr) with a copy to HR Officer (hro@iarc.fr) and the Attendance Clerk, for filing and reference. Teleworking based on medical grounds can only be granted by the IARC Staff Physician and should follow regular sick leave procedures.

IV. Roles and Responsibilities

IV.1 Demand-driven teleworking

The supervisor authorizing demand-driven teleworking should:

- (i) Assume primary responsibility for deciding whether a teleworking request is appropriate for the staff member;

- (ii) Explain their decision to the staff member requesting to carry out demand driven teleworking;
- (iii) Provide a brief but clearly defined assignment, with a deadline for completion;
- (iv) Ensure that the quantity of work is commensurate with the time allocated for its completion;
- (v) Be satisfied that the staff member's productivity and the quality of the work output will be sustained without supervision; and
- (vi) Be satisfied that any adverse effects on the work of other personnel are outweighed by the overall gain in output.

The staff member authorized to carry out demand-driven teleworking should:

- (i) Have a full understanding of the work in general and of the specific task(s) to be performed;
- (ii) Agree with the supervisor as to the hours during which the staff member can be contacted at his/her home or the agreed-upon location; and
- (iii) Have demonstrated the ability to work efficiently with minimal supervision, to establish priorities, and to manage his/her own time.

The work that the staff member is authorized to carry out for demand-driven teleworking should:

- (i) Be readily measurable in terms of quality and quantity, so that the supervisor can be satisfied that the eligible personnel's time teleworking is being used productively;
- (ii) Not depend on direct contacts with people who cannot be reached by telephone or email; and
- (iii) Not require reliance on information or materials that are not readily accessible from outside the office.

IV.2 Teleworking due to force majeure

During force majeure events:

- (i) Essential personnel must come to work to IARC or an alternate location, as indicated by management (DAF or ASO);
- (ii) Personnel assigned specific tasks must agree with their supervisor on specific deliverables based on the principles mentioned in this policy;
- (iii) All other personnel must be available on call during regular working hour.