

ELEVATE BEYOND LIMITED

Remote Working Policy

Supporting Every Step Forward

POLICY INFORMATION	
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Next Review	September 2027 (and annually thereafter)
Policy Owner	Sulayman Cham — Founder and Director
Registered Address (correspondence only)	Swan Building, 20 Swan Street, Manchester, M4 5JW
Company Number	17222138
Website	www.elevate-beyond.co.uk

This document should be read alongside: GDPR and Data Protection Policy, Appropriate Policy Document, Health and Safety Policy. It sets out how remote and field-based work is done safely, securely and consistently across both partners.

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1. About This Policy

Elevate Beyond has no office. The registered address at Swan Building, 20 Swan Street, Manchester is for correspondence only. Both partners work from home and in the field, across two regions and the company handles sensitive personal data throughout, including criminal offence data. This policy sets out how that work is done safely and professionally.

2. Where Work Happens

Company work takes place at home, at client schools and while travelling. Work involving personal data must not be done in public places where screens or conversations can be overheard: no candidate calls on a train, no reference discussions in a café, no compliance files open on a laptop in a waiting area.

Calls with candidates routinely involve personal data and sometimes safeguarding information. They are made from a private space, with the door closed, and not on speakerphone where others are present.

3. Devices and Data Security

Devices used for company work are encrypted, locked with a password or biometric, and set to lock automatically after a short period. Multi-factor authentication is enabled on Google Workspace, Xero, uCheck, DDC, APCS, Sprintlaw and the company bank.

Company accounts are not shared with family members, and company data is not accessed on a device that others use without a separate protected profile. Personal email and personal messaging accounts are never used for candidate or school data.

Criminal offence data

DBS certificates, disclosure information and safeguarding records are never stored on a personal phone, never sent or received by WhatsApp or any personal messaging service, and never held in a personal cloud account. They are handled only within the systems named in the Backup and Data Retention Policy, and in line with the Appropriate Policy Document.

Printing candidate information at home is avoided. Where it cannot be, the paper is kept secure while in use and shredded immediately afterwards.

Public wifi is used only with care: no access to compliance systems or personal data over an open network without a trusted connection.

4. Working Across Two Regions

With one partner concentrating on Greater Manchester and the other on London, decisions and updates must reach both. The Command Centre workbook / CRM is the shared record, and it is updated the same day rather than held in one person's head or in a chat thread. Anything that changes a rule, a rate or a candidate's status is recorded, not just discussed.

Ownership is divided to avoid conflicting edits: candidate compliance sits with Sulayman, schools and commercial matters with Mohsin and neither partner edits the other's area of the workbook without telling them.

5. Hours, Availability and Wellbeing

Both partners currently combine Elevate Beyond with other commitments. There is no expectation of constant availability. Agreed response times matter more than presence. Urgent safeguarding matters are escalated to Sulayman immediately by phone; everything else can wait for the working day.

Guarding against isolation

Remote work makes it easy to work continuously and easy to become isolated.

Partners should take proper breaks, keep a boundary between work and home where they can, and raise it with each other when workload becomes unsustainable.

A weekly conversation between the partners is the minimum contact.

6. Lone Working

School visits and candidate meetings are covered in full by the Health and Safety Policy. In short: tell the other partner where you are going, agree a check-in, and meet candidates in professional or public settings only.

7. Insurance, Equipment and Departure

Partners should confirm that home insurance and where relevant, mortgage or tenancy terms permit working from home. Business use of a private vehicle requires appropriate motor insurance.

On departure or dissolution

If a partner leaves the business, or the partnership ends, all company data is removed from their personal devices and personal cloud accounts, their access to every system in section 2 of the Backup and Data Retention Policy is revoked the same day, and the removal is confirmed in writing.
Company data does not leave with an individual.

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