



Nomad working policy



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COO at CharlieHR

At **Charlie**, we want to **give you the support you need to do your best work by reflecting it in our ways of working.**

Taking this into account, we put together a nomad working policy to allow you to work abroad for a set amount of days each year.

What is Nomad working?

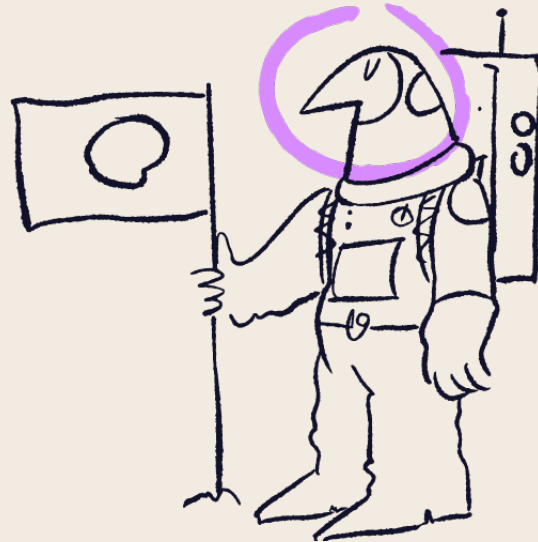
Nomad working means working anywhere outside of the UK.

Whether you've got a one or eight hours difference between the country you're in and the UK, we want to be fair to everyone by allowing you to take advantage of the policy whether you want to go to Spain or to Japan.

How can I use nomad working?

You can visit friends and family or even go on an adventure to a country you've never visited before.

The best part is you don't have to take holidays to do it, since you can work at the same time.





How should I use nomad working?

To make sure we keep on giving equal value to remote and in-person meetings, we've decided not to go fully remote.

That goes hand in hand with our structured flexibility principles so that our team members can enjoy more freedom around where and how they work whilst keeping some much-needed boundaries.

With nomad working, team members at Charlie get:

- A maximum of 30 nomad working days – 6 weeks – per year in any time zone
- The possibility to split them up across the year, take them all in one go or combine it with holidays
- An adjustment of their workday if they're in a very different time zone
- A £500 yearly budget to spend towards nomad working

What we expect from our team members in return:

- To put in the request for their nomad working days at least a month in advance
- To discuss it with their line manager if the request is denied – which should not happen unless it's incompatible on an operational level
- To keep on communicating at all times on their availability and to be thoughtful of their coworkers to avoid any major disruption to their work

Need help crafting a bespoke nomad working policy for your business?

Book a call today



Tips to make it work for your team

Having a policy is great, but it might not be enough for your small business or startup.

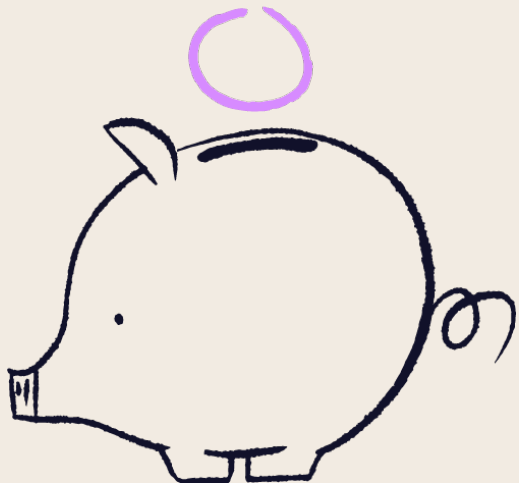
Many people don't feel comfortable using a policy unless they have all its do's and don'ts.

From understanding how to communicate properly to making sure your team members don't feel isolated, there are many topics to cover when it comes to nomad working.

Allocating a budget

It will generally make it easier for your people to use the nomad working policy if they have a budget to use towards it.

As you can see in Charlie's policy, a £500 budget is allocated each year to spend towards travel or remote equipment – your own budget doesn't have to be that substantial, but even a small allowance will make your team feel more at ease and ready to use the policy!



Having a safe and stable internet connection

Security should be important no matter what happens. Before your team members go and explore, make sure they're clear on your security processes and use the VPN software provided by your business.

In fact, perhaps give them some preemptive advice on how to choose the place they're staying in as well – if they're planning to work from a hotel or an Airbnb, it would be better to call them beforehand to make sure the Wifi is stable enough. At Charlie, we might ask some team members to book a day as a holiday if their wifi is not working.

If they're worried about the Wifi, maybe they could also use their allocated budget to buy some extra credit on their phone as a backup. That will put the stress away from not having any Wifi to work.

Tips to make it work for your team

Ensuring visibility and communication

It's important to ensure that everyone knows who's working, when and where. Not only does it give visibility, but it also improves communication.

Setting up meetings or asking a question on Slack and not getting an answer becomes less frustrating if you know people's whereabouts.

Asking team members travelling abroad to add an emoji to their Slack status, or an automatic Gmail response if they're working from a location that has a significant time difference can help. You can also choose to have your team members book nomad working days in software like Charlie and get daily Slack notifications to remind the whole business of who's taken time off and what type.

For people that are staying in a significantly different timezone, perhaps it's easier to ask them to adjust their workday rather than to have them wake up at 4am to attend a company-wide meeting. They will be more effective and productive, and all you have to do if they happen to skip one or two meetings is to put asynchronous communication in place at all times.

For team members that are away, it's important they don't simply rely on their nomad working status, but proactively communicate with others. Setting clear boundaries as to when they're online is essential so the rest of the team can carry on doing their work. For nomad workers, it's also best to avoid disruptive messages when they're exploring so they can fully enjoy the experience.

Depending on your teams' setup, you might want to think about asking for at least one month's notice before booking nomad working days – it ensures that, for example, customer-facing teams are well prepared and collaborative work is not disrupted.



Tips to make it work for your team

Taking care of their mental health

Nomad working doesn't mean your team members can't call in sick or take time out if they're feeling unwell. It's important you make sure they know they can still take advantage of all their benefits whilst going abroad.

If you're not sure how to help your team take care of their mental health, perhaps you could book a free call to discuss the right steps on how to put together a mental health policy for your business.

Understand the tax implications

If there are concerns about tax and visas, make sure you put them to rest by providing information as to what team members need to do depending on their situation – that all depends on what their allowance is when you set up your nomad working policy.

If there's any uncertainty, please make sure they speak to a lawyer or accountant.

You can add to these guidelines as much as you want, but we hope they're useful. If you need help setting your own nomad working policy, perhaps you could **book a free call today** to get advice.



Our HR Advice team can help you create the right nomad working policy for your business.

[Find out more](#)

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