

Transitioning Back to the Workplace

Hosted by Jonathan Healy

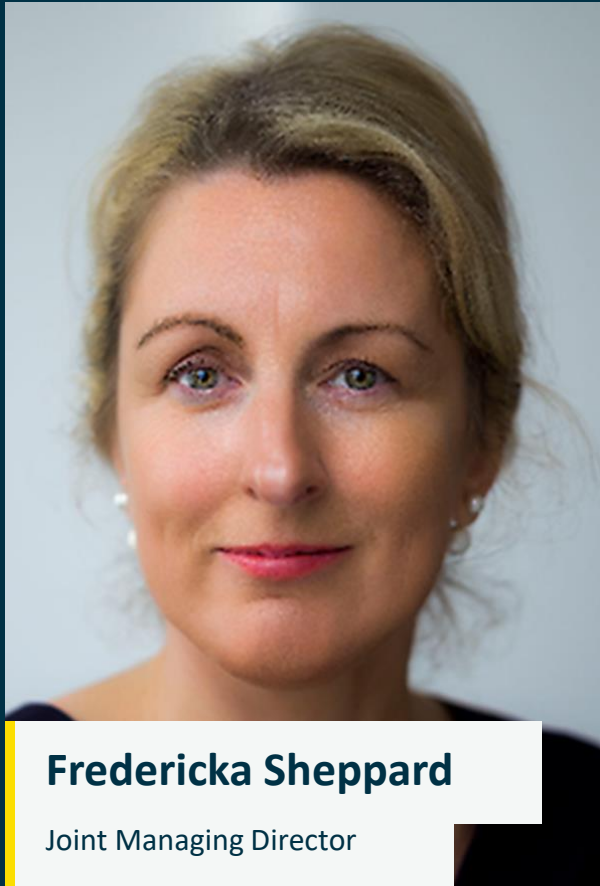
Thursday 25th June



Agenda

- + Introduction & overview of people & HR challenges
- + Review of key HR challenges:
 - + Employee Health, Safety & Wellbeing
 - + Employee Communication & Engagement
 - + Resource Planning
 - + Data security & GDPR
- + Enterprise Ireland Supports
- + Questions & Answers
- + Wrap-up

Speakers



Fredericka Sheppard

Joint Managing Director

Voltedge



Joyce Rigby

Joint Managing Director

Voltedge



Karen Hernandez

Senior Executive

People and Management,
Enterprise Ireland

Challenges facing Companies

- + Employee Health, Safety & Wellbeing
- + Communication & engagement of employees
- + Resourcing and restructuring
- + Data security & GDPR

Employee Health, Safety and Wellbeing

- + Covid-19 Response: Develop your Covid-19 response plan & team
- + Risk Assessment: Carry out a risk assessment for your workplace & workforce
- + Controls & Prevention: Put in place appropriate prevention & control measures
- + Pre-Return to Work: Ensure all workers complete Covid-19 Return to Work Form
- + Induction Training: Provide induction training for all workers before they return to work
- + Worker Representative: Appoint a Worker Representative
- + New Processes: Ensure processes are in place in the event of a suspected or confirmed case in the workplace
- + Contact Log: Maintain daily contact logs
- + Wellbeing: Provide employee wellbeing supports
- + Communication: Maintain ongoing communication with stakeholders

Managing Stress

- + Access to an Employee Assistance Programme (EAP) or Occupational Health Service (OHS)
- + Running wellbeing sessions
- + Wellbeing initiatives



Employee Communication and Engagement

- + **Covid-19 Response Team:** Fully operational and active engagement
- + **Roles & responsibilities:** Clearly communicated to all stakeholders
- + **Worker Representative:** Ensuring two-way communication with Covid-19 Response Team
- + **Employee Engagement:** Support and effective communication
- + **Communication Strategy:** Across the organisation. From the top down.
- + **Employer Brand & Reputation:** Focus on leadership capability at a time of crisis and alignment to culture and values
- + **Director & Governance:** Sound business decisions, ensuring secure trading and good practice principles
- + **Learning & Development:** Investing in people and the future

The Workplace in a Covid-19 Era



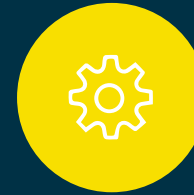
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From the top down.



Employee Engagement: Support and effective communication



Employer Brand & Reputation: Focus on leadership capability at a time of crisis and alignment to culture and values



Learning & Development: Investing in people and the future

Resource Planning

- + Working Models: Redesigning teams, altering work patterns, reskilling and upskilling teams, digital transformation, remote working, changes to supply chain, relocating activities, outsourcing, organizational design and development
- + Restructure: Short-term medium-term & long-term measures
- + Short-term Measures: Short time working, temporary lay-off, pay freeze, reducing discretionary rewards, hiring freeze, reduction of contractors, redeployment, enforced annual leave, sabbaticals, unpaid leave options
- + Long-term Measures: Work permits & visas, voluntary or compulsory redundancy, business rationale, fair section and procedure, consultation, redundancy compensation, communication process

Data Security and GDPR

- + **Key obligations:** Lawfulness, transparency, data minimisation, accountability & data breach
- + **GDPR & Data Protection checklist:** Secure personal & sensitive data, secure data while remote working, training to safeguard data, company or personal devices in use & associated controls, updated policies, workers temporarily outside EU, cyber risk analysis
- + **Employee Personal Data:** Define time frame for holding Covid-19 related data, next of kin, high risk individual within their household, contact tracing data & apps, personal or company device security protocols, ensuring data safety

Enterprise Ireland Supports

- + Enterprise Ireland Return to the Workplace Guide

 - Employer guidance on returning the workplace

 - Sample templates and checklists

 - Questions & Answers

- + Lean Business Continuity Voucher - €2,500

- + DA advice & access to financial and non-financial supports (where eligible)

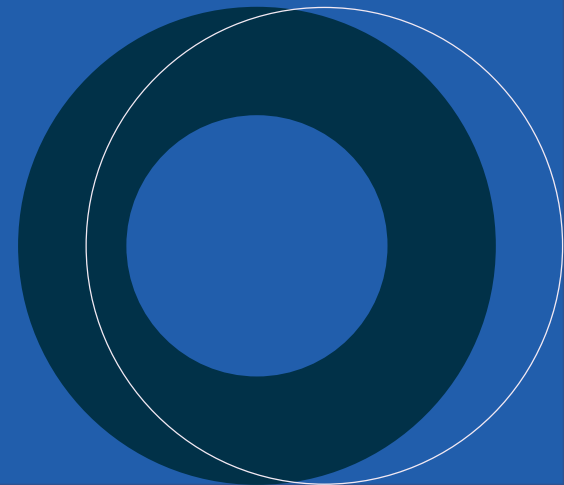
 - Virtual Mentor Network

 - Strategic Consultancy Grant

 - Middle Management Training Grant



Questions and Answers



Wrap up

- + All Covid-19 supports available here: <https://globalambition.ie/covid-19>
- + Return to the Workplace Guide available on: <https://globalambition.ie/wp-content/uploads/2020/06/Covid-19-Return-to-the-Workplace-Guide.pdf>
- + Get in touch with your Development Advisor, locate your local DA here: <https://www.enterprise-ireland.com/en/About-Us/Our-People/DA%20Finder/>
- + Contact the Covid-19 Business Response Unit at: businessresponse@enterprise-ireland.com or 01 727 2088
- + Slides and recording will be made available to all attendees



Thank you!