

# COVID-19 and working at Innovia

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The COVID-19 pandemic has affected businesses across the world in many different ways. At Innovia the majority of our employees are currently working at home, which has been a new experience for many of us. The health and wellbeing of our employees is always a top priority, so we have implemented several new measures to allow working to be as safe, productive, and happy as possible during the pandemic.

## To help our employees work from home we have:

- Kept our communication as “face-to-face” as possible by transitioning to video calls for meetings
- Created new mechanisms to encourage people to take multiple breaks throughout the day
- Developed virtual events for social catch-ups
- Supported employees to set up a safe work environment by providing office equipment and running virtual DSE assessments
- Maintained IT support through online channels

## For employees that require the use of the office to carry out their work we have:

- Arranged the office to allow social distancing
- Implemented a one-way system
- Provided ample hand sanitiser stations and hand wash stations
- **Please note:** *While COVID-19 remains a significant threat, employees will not be asked to work in the office if they do not feel safe doing so*

We cannot say with certainty when we will return to having the majority of our employees working in the office. Despite this we are continuing to do everything possible to make new joiners feel welcome and help them integrate into the company.

## Each new joiner will:

- Be assigned a “buddy” and a line manager who they will be able to talk to regularly
- Have several virtual coffee breaks with people that they may not otherwise get a chance to meet in their first few weeks
- Have several check-ins with our HR department to make sure they’re settling in well

Our work is very team-based so it's not uncommon for new consultants and interns to spend 2–3 hours on group calls in a day. Because people typically work on 2–4 projects at any one time we are in regular contact with around 10–15 different people in the company. This makes it a lot easier to meet people and integrate into the team.

If you have any further questions about how Innovia is working under COVID-19 please email [recruitsupport@innoviatech.com](mailto:recruitsupport@innoviatech.com) and we'll do our best to answer them.