



# DYNAMIC WORKING

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How to Balance Your Work  
and Life at Leidos UK

The dictionary defines Dynamic Working as...

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**Dynamic – adjective**

1. (of a process or system) characterised by constant change, activity, or progress.
2. (of a person) positive in attitude and full of energy and new ideas.

**Working – noun**

3. the action of doing work.
  4. the way in which a machine, organisation, or system operates.
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# Our Vision for Dynamic Working

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This document will help you to understand Dynamic Working at Leidos UK — what it will mean to you and how to adopt this way of working to get the most out of it.

**Dynamic Working is our approach to how we all work, that will help us achieve our business goals, while we enable everyone to achieve a good work and life balance.**

It is all about creating a competitive organisation with people as its heart.

Our values underpin Dynamic Working. Operating with high integrity through committed and collaborative teams will deliver innovative business solutions and outcomes for our clients.

We are committed to creating a culture and a Company that we can all feel proud to work for.



Integrity



Inclusion



Innovation



Agility



Collaboration



Commitment

# Dynamic Working is part of our UK Culture Change

Dynamic Working is a key component of our Culture Change programme, which has been developed based on your feedback. There is a strong link between engaged, committed people and improved productivity.

Having a culture of trust, high integrity and accountability, through flexibility and aligned to company values, is where we want to be. This enables us to achieve a high level of business performance.

We provide training and guidelines to our leaders and managers to effectively engage and support you.

We are on a journey since the launch of this change in 2018 to embed Dynamic working into our culture, and continuously look for everyone to get involved as we move forward together.



# Our Journey

In 2016 Leidos merged with Lockheed Martin's Information Systems & Global Solutions (IS&GS). A business which grew through a number of mergers and acquisitions.

Since the merger, Leidos has been focused on integrating systems, processes and procedures, including creating the vision, mission, strategy and business plans needed to develop a single UK company. The aim has been to have one culture, one team and a common way of working.

Each legacy organisation and every individual, brings a wealth of experience, knowledge and skills that differentiates us from the competitors. To build and grow on this, we will continue to develop our skills, people and an understanding of the part we all play, to ensure Leidos UK is a company we can all be proud to be a part of.

Having launched the Leidos UK strategy in May 2018, we embarked on a Culture Change programme to further develop our business and make the changes we need for the future.

There is a real drive to improve the employee experience for everyone working for Leidos UK. A series of listening groups were held and the employee feedback provided eight key themes:

- ▶ Leadership
- ▶ Communications
- ▶ Leidos Identity
- ▶ Fixing Problems
- ▶ Day-to-Day Reality
- ▶ Team Working
- ▶ Trust
- ▶ Strategy

**As a business we continue to focus on these eight themes and taking action to bring improvements.**

Since 2018, we conduct a UK wide Employee Engagement Survey annually, where all employees are able to help shape and develop our plans to create the culture you want to see.



# Why has Leidos UK launched

## Dynamic Working?

Dynamic Working helps Leidos UK to be competitive and client focused, so we can continue to deliver a high quality of service. At the same time it enables an improved balance between work, family, relationships and your lifestyle.

We strive to maintain our employer of choice in the UK recognition and instill a sense of pride to work for Leidos UK.

There is a clear link between flexibility and engagement. Research from CIPD and London School of Economics\* confirms that implementing a flexible approach at work can improve engagement and motivation. This then leads to improved productivity and retention. So to keep up with our customers, current trends and to remain

competitive, it is imperative that we adapt to new ways of working.

Dynamic Working is not a policy driven initiative, it is not a governance model or a structured programme — it is intended to give you more choice.

It is about our desire to change our culture, to be one company and find ways to work more collaboratively. The world and our customers are changing and so must we.

**There is a need for us all to embrace the change and journey we are on and understand the role we each play in making Dynamic Working a success.**

\*Read the report from **The Guardian**



# The Benefits of Dynamic Working

We all have many commitments in our work and life, with different personal responsibilities. At Leidos UK we are more motivated because we are trusted to perform and deliver our goals in a way that gives flexibility and balance to our lives. Within a company that is better able to compete, win and deliver exciting and interesting work that transforms our clients' operations.



# Case Studies



*Case Study:*

## Meet **Ananthi**

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Ananthi is a Software Engineer by day and a Tech Lead for Hydrocarbon projects outside of work. She has worked for Leidos for 6 years and lives in East London and works remotely. Ananthi enjoys gardening and has a small garden full of different varieties of plants. She believes that any patch of outdoor space we can call our own or an allotment is a blessing and hugely beneficial for our mental health and wellbeing. Ananthi managed to get an allotment space and decided to use her dynamic working hours to tend to the allotment in summer 2021, growing lots of vegetables and flowers. She encourages people to grow by giving away seeds and propagated plants, and says, "after all, we need to look after our green planet for the future generations." She got to spend more time in the garden during the pandemic which brought so much solace to her, this would not have been possible if not for dynamic working at Leidos and the line manager who supports her.



*Case Study:*

## Meet **John**

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John is a Principal Network Architect and lives in Fair Oak near Eastleigh and works remotely. He joined Leidos in 2014.

During the lock down, John started using his Leidos Dynamic Working to teach Digital Support Services T-Level (Technical vocation qualification for A-level standard students) at Fareham College. The course is intended for students who want to progress to a career in the digital sector, with a focus on digital support services. John finds that this is good way of influencing those that are learning about the industry, support development of the pipeline of engineers and teach them how we do things in organisations.

John uses his Dynamic Working hours on Friday's to prep his classwork materials, and is supported by his line manager to pursue his volunteering.

Case Study:

## Meet **Yvonne**

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Yvonne is the Programme Compliance Manager for the MOD Logistics Commodities & Services Transformation Programme, based in Bristol. She utilises Dynamic Working so that she is able to attend board and training meetings as a Trustee of Age UK and STEM Ambassador volunteering activities.

Yvonne also uses this way of flexible working to support her attend hospital appointments as she is the primary carer to her mother.

She has previously used Dynamic working to study for her International Risk Management Certification, followed by her Certified Information Privacy Professional qualifications. Meaning this does not all need to be done in the weekends. Yvonne most recently has been studying for her AWS Certified Cloud Practitioner exam, which she passed, and says this would have not been successful if not for the benefit of Dynamic Working in place at Leidos, ensuring she can take a break for her mental health over the weekends.



Case Study:

## Meet **Edwina (Eddie)**...

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Eddie is the Head of Global Logistics Services and lives in Devon, but works out of the Bristol office. She joined Leidos in 2016 after 22 years of service in the Army.

Prior to lock down, Eddie worked from home on Monday's as it allows her to do the school run and run the local Scouts group during the evening.

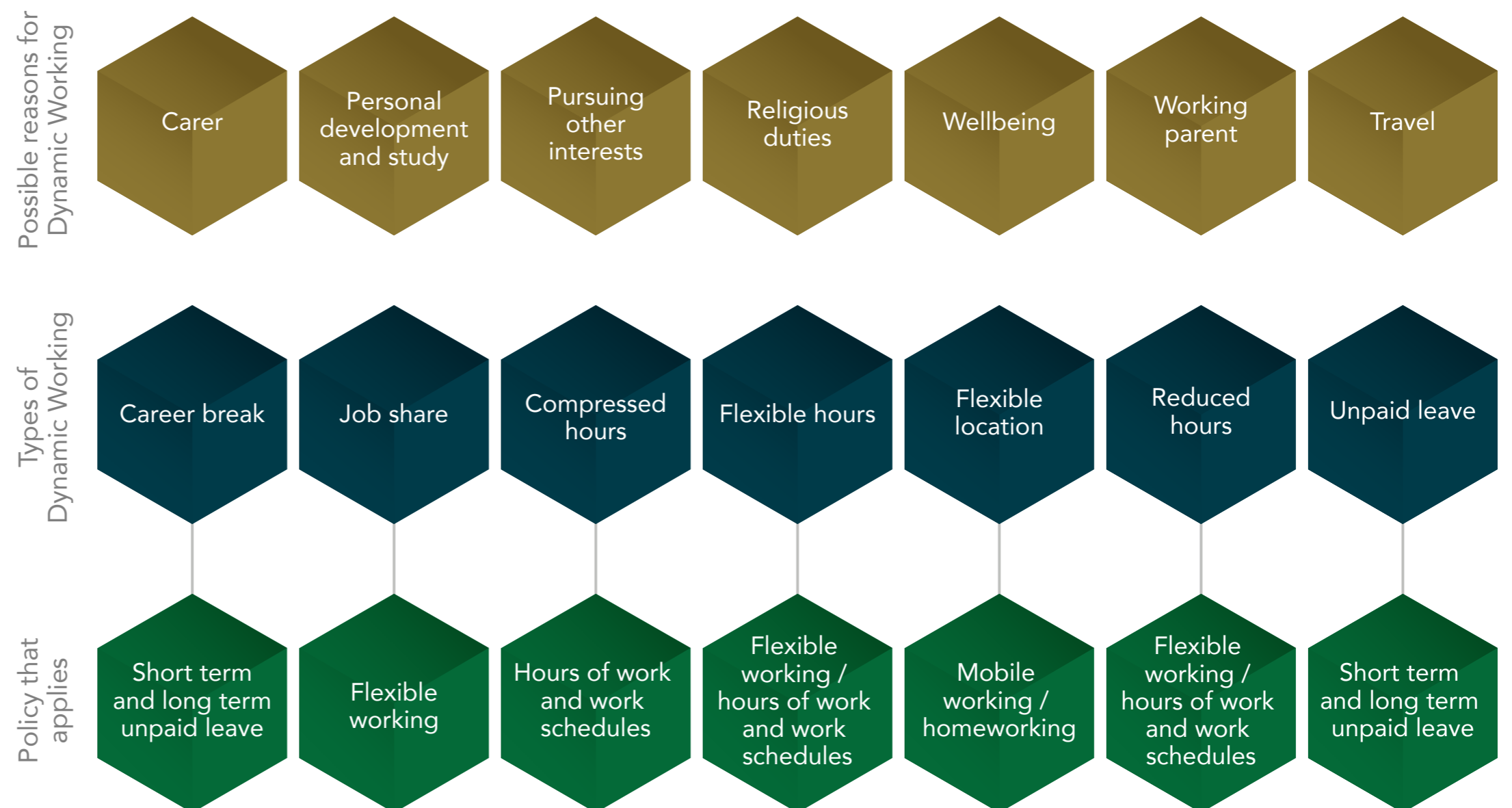
Dynamic Working is hugely important to Eddie as a mum with a son who has a disability and supports her wife who is following a second career and is attending a University course – none of which would be possible if she had to be in the office daily.



# Dynamic Working In Action

This is not just about flexible working. It is much wider, designed to suit all life styles and personal situations.

As mentioned, Dynamic Working is not about policies, procedures or governance. It is about approaches to flexible working and our culture, supported by policies and guidance information. The diagram provides examples of how they work together and how different people may need to work.



# Customer Focused

Our mission and customer focus is critical to the growth and success of Leidos UK.

As an international business, our hours need to be flexible for us to partner with global customers and colleagues.

# Sharing Stories

Your stories of success or your experiences are important. Sharing what worked well, the challenges you faced and how you overcame them, will help individuals and teams as they adopt Dynamic Working.

There may be concerns on how this will work and the impact to our business. That is why demonstrating how it can and will work through different scenarios is important.

# New Technology







Our technology needs to be adaptable and improve to continue to enable Dynamic Working. The right devices and equipment allow us all to work in a mobile way. This forms part of our IT strategy to ensure we have the technology in place to support you.

There is a commitment from our leadership team to make the changes needed to transform our business so we are fit for the future.



# Leidos UK Values — the link to dynamic working success

We must embrace our values to work dynamically. We are on a journey across the UK to create, one company, one culture and one new way of working aligned to our values.

 <h2>Integrity</h2> <p>MAKE AND SUPPORT COURAGEOUS, ETHICAL DECISIONS</p>	 <h2>Inclusion</h2> <p>WELCOME ALL PERSPECTIVES AND CONTRIBUTIONS</p>	 <h2>Innovation</h2> <p>BE TENACIOUS, CURIOUS, AND INNOVATE FOR BUSINESS IMPACT</p>	 <h2>Agility</h2> <p>BE FLEXIBLE, CREATIVE, RESILIENT, AND CULTIVATE GROWTH</p>	 <h2>Collaboration</h2> <p>OPERATE AS A TEAM WITH PURPOSE</p>	 <h2>Commitment</h2> <p>MAKE OUR CUSTOMERS SUCCESSFUL</p>
<p><b>Do I uphold the standards established in our Code of Conduct?</b></p> <p><b>Are my communications and interactions transparent, honest, and open?</b></p> <p><b>What are the things that make it difficult for me to make the tough calls?</b></p> <p><b>Based on my past circumstances, present situation, and future goals, what is the wise thing for me do?</b></p> <p>Do what is right and not just what is easy or feels good</p> <p>Speak up and call out questionable ideas or behaviors</p> <p>Take accountability for your actions and model the behavior for others</p> <p>Demonstrate respect for self and others</p>	<p><b>Have I considered different viewpoints and perspectives?</b></p> <p><b>Do I encourage open dialogue and sharing of ideas?</b></p> <p><b>Does everyone have the opportunity to contribute and succeed?</b></p> <p><b>How well do I respect the opinions of others?</b></p> <p>Seek input and solicit opinions from those different from yourself</p> <p>Be intentional to help everyone feel valued and included</p> <p>Encourage constructive dissent and healthy debate</p> <p>Foster an environment where everyone is treated fairly</p>	<p><b>Am I living off yesterday's innovations?</b></p> <p><b>Am I open to new and fresh ideas?</b></p> <p><b>How am I learning?</b></p> <p><b>Do I challenge myself to continuously learn and develop?</b></p> <p>Broadly apply creative problem solving to every job</p> <p>Make innovation a part of our business rhythm; fail fast and try again</p> <p>Cultivate a culture where it is safe to propose novel ideas</p> <p>Provide resources and rewards for innovative accomplishments</p>	<p><b>Am I able to quickly adapt to changing environments?</b></p> <p><b>Am I flexible and open-minded in my thoughts and actions?</b></p> <p><b>Am I able to rebound from losses or setbacks?</b></p> <p><b>Am I tenacious in how I approach my work?</b></p> <p>Embrace the evolving environment</p> <p>Take risks aligned with our mission, business goals, and growth targets</p> <p>Demonstrate flexibility in leading and managing change</p> <p>Learn from the past and apply knowledge to new situations</p>	<p><b>Do I cooperate with others across the organization?</b></p> <p><b>Do I balance the needs of all stakeholders?</b></p> <p><b>Do I ask for and offer help?</b></p> <p><b>Is my win your win?</b></p> <p>Frequently engage others across the enterprise to meet shared objectives</p> <p>Share resources and knowledge to increase the probability of success</p> <p>Give credit to those who helped to achieve the goal</p> <p>Recognize and reward teamwork</p>	<p><b>What am I doing personally to make the organization better and my customer more successful?</b></p> <p><b>Am I proactive in finding the best solutions?</b></p> <p><b>Do I honor my commitments to my internal and external customers?</b></p> <p><b>How have I made progress toward our mission this week?</b></p> <p>Prioritize customer needs over internal activities</p> <p>Ensure our commitments will make our customers successful</p> <p>Build and maintain long-lasting relationships</p> <p>Deliver quality work and relevant solutions</p>

We believe our ways of working will benefit everyone and help us to create the business for the future in which we all want to work and we will all feel proud to work for.

# Here is our guidance for success

## LEADER EMPOWERMENT

The traditional 9.00am to 5.00pm in an office is changing, especially across technology companies. We will support you and provide the tools, techniques and training to work dynamically together. This is about doing the right thing. Support also means having regular conversations with your managers and team to work collaboratively.

It is important to note that no one solution will apply to all, we need to explore the best way of working to benefit you, the business and our customers.

## DISPEL THE MYTHS

Dynamic Working is much wider than flexible working. It is open to all. If people are not in the office, it might be perceived that they are not engaged or not working. To dispel the myths, it is important to lead by example, share the team's experiences to support different working arrangements. Decide not to make assumptions but instead have the conversations that will enable an honest, trusting and open culture.

## FUTURE SUCCESS

Dynamic Working enables you to shape your work-life, become more productive and design how you work. We Look forward to hearing more from you and your feedback on your experiences.

Welcome to Dynamic Working at Leidos.



