



[REDACTED]

6 May 2026

Dear [REDACTED]

**Freedom of Information request: FOI2026/00302**

Thank you for your Freedom of Information request received on the 9 April in which you requested the following:

**Your request:**

*This is an information request regarding work from home policy.*

*Please include the following information for the following years 2022/23, 2023/24, 2024/25 and 2025/26 (so far):*

- *Copies of your work from home policy for staff for each year.*
- *If the data exists, office occupancy rates.*
- *The most common work from home policy that staff adopt.*

**Our response:**

I can confirm that UK Research and Innovation (UKRI) does hold some information relevant to your request. Please see the information below and attached.

UKRI has two policies relevant to your request. The Ways of Working Policy covers, amongst other matters, flexible working, remote working arrangements and working patterns. Version 1 of the policy was published in January 2020 and is attached in “UKRI Ways of Working Policy – Version 1”.

This policy was subsequently revised in March 2024, to reflect employment law changes related to flexible working. Version 2 is the current working version.

In addition, UKRI has a Working Location Policy, which includes information on mobility and relocation, field and mobile working, occasional home working, reasonable daily travel and overseas working. This policy was published in January 2020 and remains current.

Under section 21 of the FOIA, information already reasonably accessible, the current versions of the above policies are already available in the public domain:

- [Ways of Working Policy – Version 2](https://www.ukri.org/wp-content/uploads/2024/04/UKRI-020424-WaysWorkingPolicyMarch2024.pdf)<sup>1</sup>
- [Working Location Policy](https://www.ukri.org/wp-content/uploads/2020/10/UKRI-081020-WorkingLocationPolicy.pdf)<sup>2</sup>

Section 21 is an absolute exemption which means that there is no requirement to conduct a public interest test.

UKRI does not hold information on the most common work from home arrangement adopted by staff, but both of the above policies apply to all UKRI employees.

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<sup>1</sup> <https://www.ukri.org/wp-content/uploads/2024/04/UKRI-020424-WaysWorkingPolicyMarch2024.pdf>

<sup>2</sup> <https://www.ukri.org/wp-content/uploads/2020/10/UKRI-081020-WorkingLocationPolicy.pdf>

UKRI's main office at Polaris House does not have a fixed capacity, so precise occupancy rates cannot be calculated. The number of bookable desks provides an indicative maximum annual capacity of 443,750 if one user were to occupy one desk for the day, when taking into account non-working days and bank holidays. However, staff may also be present in the office without booking a desk, for example when attending meetings.

Table A presents the total annual attendance at UKRI's Polaris House main office for financial years 2022/23 to 2025/26. It also includes an occupancy rate based on the maximum annual capacity derived from bookable desks. This is subject to an estimated variance of approximately 5-10%, to account for staff attending the site who do not require the use of a bookable desk.

**Table A: Polaris House Annual Attendance and Occupancy Rates**

Financial Year	Annual Attendance	Occupancy Rate of Capacity
2022/23	128,215	28.9%
2023/24	128,632	29%
2024/25	147,120	33.2%
2025/26	145,016	32.7%

## Your rights

If you have any queries regarding our response please do let us know. If you are dissatisfied with the handling of your request, you have the right to ask for an internal review, explaining which elements of this decision you disagree with and why. Internal review requests should be submitted within 40 working days of the date of our response and should be addressed to:


Head of Information Governance  
Email: [foi@ukri.org](mailto:foi@ukri.org)

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: [www.ico.org.uk](http://www.ico.org.uk).

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see [UKRI's complaints procedure](#)<sup>3</sup>.

Yours sincerely,

  
Information Governance  
Information Rights Team  
UK Research and Innovation  
[foi@ukri.org](mailto:foi@ukri.org) | [dataprotection@ukri.org](mailto:dataprotection@ukri.org)

<sup>3</sup> <https://www.ukri.org/who-we-are/contact-us/make-a-complaint/#skipnav-target>