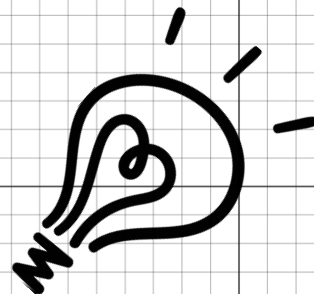


1.2 - AUGUST 2026



WAYS OF WORKING



MATHEW SIMS

MEETINGS & EVENTS

- Fewer, face-to-face meetings are almost always better than frequent remote ones.
- I am bad at multitasking, and especially note-taking. Unless you object, it's beneficial for me to record meetings. Recordings stay on my device and are deleted once I've made notes.

WORK-LIFE BALANCE

- I work nine day fortnights. Every other Friday is a non-working day for me; my calendar shows which.
- My working hours are 8.30 – 5.30, Mon–Thu plus alternating Fridays. My work is my job, not my life; I'll do my best, but I won't work outside those hours.
- When I'm not feeling 100%, I'll take time off; that's what it's for and well-being comes first.

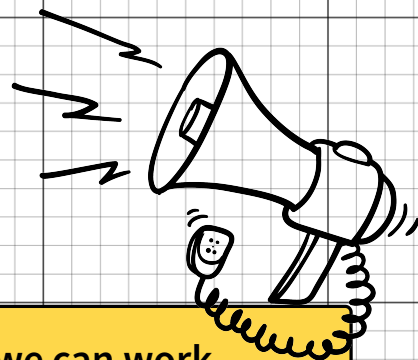
HOW TO REACH ME

- Be explicit; don't rely on me reading between the lines.
- Teams message me. I'll usually reply within a working day. If it's urgent, say so; I'll treat it that way.
- Avoid email if you can. It's overwhelming for me, and could take weeks to get a response.

THE CODE OF CONDUCT

- Like many neurodiverse people, I have a low tolerance for unreasonable behaviour — moved goalposts, implied expectations, or being talked over.
- UKRI has a Code of Conduct, and as public servants we have the Nolan Principles. If you don't stick to these, expect me to raise it with you — and please do the same for me, if I don't.

If there are things I can do to help you work better, please tell me; I want others to be able to work as well as I can.



This document serves as a foundation for discussing how we can work together positively and collaboratively in ways that work for us both.