

## WORKING FROM HOME/REMOTE WORKING POLICY

Working from home can be a great alternative to lay off for suitable roles. Below is a sample policy if this is something that is suitable for the business.

### 1.1. AIM AND PURPOSE

This policy is designed to give guidance to managers and employees on the types of circumstances where the Company will allow, for business reasons, employees to occasionally work from home and outlines the management arrangements required to support this type of occasional working arrangement. The general principle of the policy is to enable suitable employees to occasionally work from home for business reasons and to ensure through appropriate monitoring, that “occasional” working from home does not inadvertently become a regular feature of the employees’ working arrangements.

### 1.2. DECISION OF OCCASIONAL WORKING FROM HOME

1. Occasional working from home means the employee performing specific work obligations required under their contract of employment from their home on an irregular basis.
2. Whether or not an employee is permitted to work occasionally at home is entirely at the discretion of the Company. Occasional working from home is neither a contractual nor a statutory right and the Company is under no obligation to approve any request by an employee to work at home. The approval to work from home can be removed at any time by management.

### 1.3 REQUESTING TO WORK FROM HOME

1. Employees wishing to occasionally work from home must secure the agreement of their line manager prior to the actual date of home working. Retrospective requests will not normally be agreed and any absence maybe considered as unauthorised, which may lead to disciplinary action being taken.
2. When approving requests, line managers are responsible for ensuring that there is a clear business requirement for the employee to undertake work from home rather than attending the office. An example would be the employee benefiting from working on a specific task without the normal daily distractions. Line managers also need to ensure that sufficient resources are available within the team to cover the employee’s absence from work.

### 1.4 APPROVING REQUESTS FOR WORKING FROM HOME

1. Line managers are advised that, as a guide, occasional working from home means that an employee does not develop a regular pattern of being away from the office.
2. Line managers should consider requests for working from home on the following criteria:  
The nature of the employee’s job: for instance, does the employee’s job require regular, face-to-face contact with other employees or members of the public, meaning that it is unsuitable for the post holder to work from home. Relevant examples would include: a receptionist; advisory based employees whose duties cannot be carried out at a different location.  
The applicant’s skills, abilities and personal attributes: The employee’s performance should be considered in determining whether the employee is considered suitable to work unsupervised.  
Impact to team: The demands likely to be placed upon the employee’s colleagues and the impact upon members of other teams with whom the employee works with. In other words, the line manager needs to be confident that sufficient resources are available within the team to cover the employee’s absence from work.  
The suitability of home location: The suitability of the employee’s home location should also be considered.

## 1.5 EXPECTATION OF EMPLOYEES WHO OCCASIONALLY WORK FROM HOME

While working at home, employees must be engaged on agreed Company work and be contactable during normal hours of business opening.

## 1.6 IT EQUIPMENT

1. Laptop, phone and wireless router may be provided to employees who anticipate working from home on a more frequent occasional arrangement. Any request for such equipment will need to be authorised by the line manager and agreed by IS on a case-by-case basis. An employee may be required to have their own suitable equipment in order for a work from home request to be approved also.
2. The home station will need to be assessed annually for H&S approval.

## 1.7 TELEPHONE

1. Unless a Company telephone has been provided, the employee will be required to use their own telephone for making occasional telephone calls while working from home.

## 1.8 SECURITY

1. When working from home, the employee must be aware of the increased risk of a security breach. The employee must ensure that all documentation is stored securely and that any laptop or PC is password protected and turned off when not in use.
2. IT equipment provided to the employee to support working from home is for the exclusive use of that employee alone. The employee is not permitted to allow family members or friends to use IT equipment provided to them.

## 1.9 ABSENCE AND SICKNESS

If an employee is unable to work on the day which they had expected to work from home due to sickness, injury or otherwise, they must follow the Company's usual absence reporting procedure. The employee is required to keep their line manager informed of the likely date of return to work, the reason for the absence, and progress, as if they were normally attending work.

## 1.10 DISCIPLINARY PROCEDURES

The "Disciplinary Policy and Procedures" apply equally to office-based and working from home arrangements. Any abuse of the working from home arrangements amounting to misconduct may be subject to disciplinary action.

## 1.11 HEALTH AND SAFETY

1. The Company's "Policy on Health and Safety at Work" remains applicable to employees working at home. Copies of the Health & Safety policies and procedures are available from your manager.
2. Employees will be required to carry out an on-line workstation assessment on their home's workstation and to take any necessary corrective actions. Failure to carry this out may result in the privilege of working from home to be removed.
3. It is the responsibility of the employee to care for their own Health and Safety and make the Company aware of any issues that may have an impact on this. Accidents to employees sustained while working at home must be reported in the same way as if office based.

## 1.12 CONFIDENTIALITY

While working from home employees will remain subject to all confidentiality clauses contained within their contract of employment. A disclosure of confidential information during the course of employment may be considered by The Company as gross misconduct and grounds for termination of employment without notice.

#### 1.13 MONITORING AND REVIEW

The line manager will be responsible for monitoring the employee's performance while working occasionally from home.

#### 1.14 VARIATION

Company reserves the right to vary this policy. If you have any queries regarding the application of this policy, please speak to your line manager or the Managing Director.