

# Homeworking Policy

## Overview

This policy covers the safeguards that need to be put in place and the practical arrangements that make homeworking a success.

This policy does not form part of your employment contract and we may update it at any time.

## What is homeworking?

Homeworking means working from home on an occasional, a temporary or a permanent basis. It could be a one-off day. It could be working entirely from home for a fixed period or indefinitely.

Homeworking does not entitle you to choose when and how you work. It simply means you do your job from home. Your contractual obligations, including your core working hours, continue to apply. Any changes would need to be agreed between us.

## Occasional homeworking

There are various reasons why you or the Employer might want or need to work from home on a particular day or for a short period. These could include:

- logistical difficulties in getting to work, for example on a snow day;
- needing to concentrate on a work document in a quiet environment;
- unexpected and unforeseen circumstances.

## Homeworking that changes your 'place of work'

This is when you have agreed a new working arrangement with us. It is where your home becomes your working base for at least some of the week/month, temporarily or permanently.

## Is your role suitable for homeworking?

We will need to be satisfied that your role is one that is suited to homeworking.

You will also need to have the personal attributes and skills that mean you should be able to do your job effectively from home. Things like:

the ability to work independently;

self-motivation;

self-discipline;

good time management;

the ability, through remote technology, to access materials you will need and speak with people you'll need to speak with;

being able to separate work life and home life.

Your home environment must be suitable for homeworking. This includes having a decent working area, and a reasonably strong internet connection.

## Setting up the homeworking

### Property and equipment

We might loan you some of the things you will need to be able to do your job properly and safely from home. These may include [stationery], [a laptop/desktop computer], [desk and chair], [secure filing cabinet], [shredder], [dedicated phone line], [mobile phone]. We may ask you to [cover] [contribute to] the cost of any necessary installations such as broadband connections.

You must take good care of anything we loan you and return it to us when requested.

You [may] [may not] use the equipment or other property we provide for [reasonable and lawful] personal/family use.

If you intend using any personal equipment such as a computer for homeworking you must check with us first. We will need to make sure that it's suitable. Any personal equipment that we agree to you using remains your responsibility, so you would need to cover the cost of things like repairs.

### Household bills

You will be expected to cover the cost of utilities including heating and electricity necessary for your homeworking.

### Mortgage, lease and insurance

You are responsible for making sure that your mortgage or lease and home insurance do not restrict or prevent your home being used for work.

You should discuss with your home insurer any changes that may need to be made to your policy to ensure that you are fully protected while working from home. [You are responsible for any additional premiums] [If any necessary changes mean an increase in your premium, we will [cover] [contribute to] that extra cost during the homeworking].

## Managing the homeworking

Employees who work from home are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.

We want you to remain as involved as possible in our business and our activities while you are working from home. This includes having access to company news, events and benefits, as well as opportunities for professional development, training and promotion.

We will keep in regular contact with you during your homeworking via [phone], [email], [video] conferencing] and [face-to-face meetings].

If you at any point feel isolated, left out, or lacking guidance or support you should discuss this with [your manager] [a member of HR].

Where an IT or other problem prevents you from working effectively from home, you should contact [NAME] straightaway. We may need you to come into work until the issue has been resolved.

If you cannot work on a homeworking day because of illness or injury, you must follow the procedure set out in our Absence Management Policy.

## Expenses

We will reimburse you for your reasonable [postage] [photocopying] [printing] costs and your reasonable travelling costs [in respect of meetings with us [and with clients/customers]].

You should email your expenses claim form to [your manager] [NAME] [at the end of each month].

## Health and safety

We may carry out periodic health and safety risk assessments of your homeworking, as well as maintenance checks and electrical testing.

You have a responsibility to take reasonable care. If you have any health and safety concerns, or if an accident or incident takes place, you must immediately report this to [NAME] in line with our Health and Safety Policy.

It will not usually be appropriate to hold client, customer, work-related meetings in your home, or to give out personal details like your address. If you are unsure about any aspect of this, contact [your manager].

## Security, confidentiality and data protection

Our high standards must be adhered to at all times. You should familiarise yourself with our Data Protection Policy in particular.

Data protection risk assessments will be carried out periodically.

Only equipment that we have authorised may be used for homeworking.

Whenever you are prompted to install a legitimate update to your computer or other equipment, you must do so straightaway.

You must report any actual or potential breach of security, confidentiality or data protection to [NAME] immediately.

If you are unsure about any aspect of security, confidentiality or data protection, you must speak with [your manager].

### Accessing your home

We may need to access your home to set up the homeworking and to carry out risk assessments, checks, and repairs to our equipment.

We may also need access in order to retrieve our property, whether during the homeworking, at the end of the homeworking arrangement, or when your employment ends.

We will give you as much notice as possible that we need to enter your home and you must cooperate with our reasonable requests.

### Ending the homeworking arrangement

If you want to bring your homeworking to an end, you should speak with [your manager].

We may decide to end your homeworking arrangement on reasonable notice if we think that it is not working as it should, or that it has become or will soon become unsuitable.

If homeworking has become unsuitable because of your conduct or performance, we may terminate the homeworking arrangement immediately. We may decide to implement our Disciplinary Policy or our Performance Improvement Policy, which could lead to you being suspended and/or your employment being brought to an end.

When your homeworking arrangement has ended, we will be able to bring you back into the workplace, but that cannot be guaranteed.