

Working from Home Guidelines

All yourtown



Contents

Part 1: Guidelines	1
Workload, Reporting and Monitoring.....	1
Employment Conditions.....	1
Policies and Procedures.....	1
Equipment/Utilities.....	1
Insurance Cover.....	2
Personal Details and Safety.....	2
Confidentiality and Access	2
Reporting Sickness or Absence from Work Duties.....	2
Review of Working from Home Arrangement	2
Part 2: Risk Assessment Checklist	2
Part 3: The Agreement	3
Referenced and Related Records	3

Part 1: Guidelines

This guideline is to be used by Managers and Employees in considering a formal agreement for working from home arrangements, in line with the *Working from Home Policy*. The content of the guideline provides suggestions for possible considerations and consultation to be agreed prior to the arrangement being approved.

Workload, Reporting and Monitoring

All arrangements for monitoring, supervision, setting workloads etc, will be agreed with the employee's line manager in line with normal procedures.

Employment Conditions

All parties must continue to abide by the conditions contained within the employment contract or the Enterprise Agreement.

Policies and Procedures

All employees are expected to adhere to **yourtown** policies and procedures at all times, including if performing work at home.

Equipment/Utilities

Any equipment provided by **yourtown** for the purposes of working at home will be inspected and maintained by **yourtown**. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and the *Information and Communication Technology Policy*. Any equipment provided must be returned at the end of the arrangement.

It is not expected that employees, when working from home, will be reimbursed for utilities such as electricity or internet access. If there are circumstances which require consideration of reimbursement for utilities, this must be agreed by both parties and approved by the relevant yourHead, prior to work being performed from home.

Working from Home Guidelines

All yourtown



Insurance Cover

Employees are advised that working from home may affect the provisions of any home and/or contents insurance and are advised to inform their insurers prior to commencing working from home.

Personal Details and Safety

Employees are advised not to release their home address and telephone number to non-members of staff. Employees are not permitted to meet volunteers, clients, or customers at home.

Confidentiality and Access

Equipment and files should be accessible only to the employee in the home. Particular care needs to be taken with the confidential information of clients and stakeholders. Employees may be required to undertake training on security and data management when working off-site.

Reporting Sickness or Absence from Work Duties

In the event that the employee is sick during a period of working at home, the usual procedures for reporting and applying for leave must be followed.

Review of Working from Home Arrangement

At any time, the agreement to work from home may be reviewed and terminated by the employee or their line Manager with by the provision of 24 hours' notice given by the party terminating the arrangement. This policy is also subject to review and does not form part of any contract of employment.

Part 2: Risk Assessment Checklist

yourtown is responsible for ensuring the safety of all employees who undertake the work of **yourtown** in all settings. Where work is undertaken is considered a workplace for the purposes of discharging Work Health and Safety obligations for a worker's safety.

Working from home therefore places an obligation on **yourtown** to make sure the nominated work area in the home is suitable for the nature of work that is to be undertaken safely; and that the work and the remaining parts of the household do not negatively affect each other. That is, the work does not have a potential harmful effect on the household, and the household does not have a potential harmful effect on the worker whilst working.

A risk assessment of the proposed work from home arrangement is the means for establishing that a work from home arrangement is viable and safe.

To facilitate such an assessment, a *Working from Home Risk Assessment Checklist* specifically for work from home arrangements is available and is illustrated in Appendix A. The process for risk assessing a work from home arrangement is as follows:

- Relevant yourHead approve the *Working from Home Application and Agreement Form*, subject to the *Working from Home Risk Assessment Checklist* being completed
- People and Culture (PC), or a delegated representative, accompanied by the employee seeking the arrangement will together undertake the risk assessment
- Both sign the completed risk assessment to indicate there is agreement on the risk assessment finding and any recommendations. If the worker disagrees with a finding, the employee may raise this disagreement through their Manager or their People and Culture Advisors
- The *Working from Home Risk Assessment Checklist* is returned to PC to update the relevant Senior Manager/yourHead who will either reject the application, or continue with arrangements

File Name: Working from Home Guidelines - pc

Approved by: Head of People and Culture

Owner: People and Culture

COMPANY CONFIDENTIAL Correct when printed from the Document Portal. Printed documents are uncontrolled.

DN: GDL-1458

Approved Date: 24-May-19

Review Date: 24-May-22

Page: 2 of 3

Working from Home Guidelines

All yourtown

- Remedies or improvements referred to in a risk assessment that have been approved by the relevant Senior Manager/yourHead and completed, must be noted in a revised risk assessment indicating the date the remedy or improvement was completed
- A copy of the *Working from Home Risk Assessment Checklist* is given to the employee, a copy remains on their personnel file, and a copy is saved to yourCloud
- In the event an agreement proceeds, a *Working from Home Application and Agreement Form* (parts 2 & 3) is drawn up and signed by all parties as indicated on the agreement form.

All work from home arrangements must be supported by a completed and signed *Working from Home Risk Assessment Checklist* in order for an Agreement to be valid.

Part 3: The Agreement

Employment is subject to Employment Agreements including Position Descriptions, and is undertaken in a defined place of work. In the ordinary course of business a workplace is clearly discernible by its architecture, location and goings on such as an office building or factory. The obligation to provide a suitable workplace rests with an employer, or the person carrying on a business undertaking.

In a work from home arrangement, the definition of a workplace is extended by agreement to include that area of a home that has been set aside to undertake work.

The *Working from Home Application and Agreement Form* is a formal document that outlines the conditions for working from home and removes any ambiguity to such an arrangement. The process for drawing up such an agreement is as follows:

- A request for a work from home arrangement is made by the employee completing Part I of the *Working from Home Application and Agreement Form*
- The employee making the request and their Manager meets with a member of People and Culture and the circumstances of the request are explored, and the conditions for a work from home arrangement are outlined including the need for a risk assessment of the proposed part of the home
- If the application continues, the above risk assessment proceeds by the *Working from Home Risk Assessment Checklist* being completed and signed
- On condition of the risk assessment findings and recommendations being met, the parties to the proposed agreement meet and the final conditions are outlined again to make sure each understands the conditions of the agreement
- If there are no changes to the final conditions, the *Working from Home Application and Agreement Form* is signed
- The worker is provided a copy of the Agreement, a copy remains on their personnel file, and a copy is saved to yourCloud.

Referenced and Related Records

This Policy should also be read in conjunction with the following documents:

- Working from Home Policy
- Working from Home Application and Agreement Form
- Working from Home Risk Assessment Checklist
- Information and Communication Technology Policy.