

ADDITIONAL DOCUMENTS

If you would like access to additional FREE documents relating to home working, please [click on this link](#) or visit:

www.yourhr.space and [Home Working Documents](#)

Documents include:

- Home working risk assessment
- Guidance to employees working from home
- Guidance to managers managing remote workers
- Company responsibilities

HOME WORKING POLICY

This policy covers home working during the coronavirus.

Given the current situation with the coronavirus, the Company will implement home working where this is possible and as advised by the UK Government.

The Company, where appropriate and at its absolute discretion, will agree to an employee working wholly or partly from home, provided that such an arrangement is suitable to the Company (and is likely to achieve effective and efficient working by the employee).

This policy is a temporary policy and any home working is temporary and will be reviewed as the situation changes and in line with Government guidance and the needs of the business.

It will not be possible to grant homeworking to every employee. While the Company will try to be as flexible as possible considering the current situation, homeworking arrangements can only be approved where they can be operationally justified.

WHAT IS HOME WORKING?

Homeworking means working from home. It could be for your full hours or for part of your working week.

Homeworking does not entitle you to choose when and how you work. Generally homeworking simply means you do your job from home. Your contractual obligations, including your core working hours, continue to apply, unless otherwise agreed. In these exceptional times, and only where this meets the needs of the business, it may be possible for some people to do work outside of core office hours (e.g. to allow them to look after children while schools are closed). This must however be agreed in advance and cannot be guaranteed.

Employees must separate domestic and work activities as far as is practicably possible when working from home.

As there is a need to balance work and home life, you should inform your friends and family about your homeworking arrangements to ensure interruptions are kept to a minimum during your working hours.

IMPLEMENTING HOME WORKING

In the current situation, the Company may actively encourage homeworking. If this has not been discussed with you and you wish to apply for home working, you should speak to your manager in the first instance.

The Company will need to be satisfied that your role is one that is suited to homeworking (not all are).

You will also need to have the personal attributes and skills that mean you should be able to do your job effectively from home and systems must be in place to allow this.

PARTICULAR CONSIDERATIONS

Your home environment must be suitable for homeworking. This includes having a decent working area, and a reasonably strong internet connection. The Company may want to see your home working environment (e.g. they may ask you to take photograph) and/or provide specific information to assess suitability and risk (including completing a self-risk assessment). This may be in the format to allow a (remote) health and safety assessment to be carried out.

The Company will also assess any risk associated with lone working while working at home. This will consider how we keep in touch with employees and ensuring that work can be done safely (also see managing homeworking below).

SETTING UP HOME WORKING

Property and equipment

The Company may loan you some of the things you will need to be able to do your job properly and safely from home. In the current situation this will be assessed on a case by case basis given that many home working arrangements will be temporary. You may be asked to use your own equipment on a temporary basis if necessary (and subject to a data protection risk assessment). This may include using your own mobile phone and using remote access software.

You must take good care of anything the Company loans you and return it when requested.

Costs and bills

You will be expected to cover the cost of utilities including heating and electricity necessary for your homeworking. Generally, you will not have to pay the cost of travel or have travel time when working from home.

MANAGING HOME WORKING

When working from home you 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.

The Company wants you to remain as involved as possible in the business while you are working from home. The Company will also implement regular communications which may include emails, telephone calls, video meetings or discussions to help ensure you do not feel isolated during this difficult time.

You are also encouraged to keep contact with your colleagues (many of whom may also be working from home).

If at any time you feel isolated, left out, or lacking guidance or support you should discuss this with your manager.

You must also ensure that you take adequate rest breaks as required by the Working Time Regulations 1998.

Where an IT or other problem prevents you from working effectively from home, you should contact your manager straightaway.

If you cannot work on a homeworking day because of illness or injury, you must follow the Absence Notification Procedure.

SECURITY, CONFIDENTIALITY AND DATA PROTECTION

You must ensure the security and safekeeping of any confidential information provided by the Company for use in your home environment. Such information should not be accessible to family or visitors. You are responsible for keeping all confidential information associated with the Company secure at all times.

You must comply with the Company's data protection policy at all times. In addition, all other communications and computer systems policies that the Company may have in place from time to time will continue to apply to you. These include the Company's Computer, Internet & e-mail policy and social media policy.

ENDING HOME WORKING ARRANGEMENTS

In the current situation we will keep home working under continual review. If you no longer wish to do home working, you should speak to your Manager. Other options that may (or may

not) be available will be discussed with you. These will be based on current Government guidance and the needs of the business, which includes how we have chosen to manage operations during this crisis.

The Company also reserve the right to end your homeworking arrangement when Government guidance changes or if the needs of the business during this period change.

This is a temporary home working policy to cover the immediate situation of the coronavirus. The Company will review this policy and provide a revised policy during or after this immediate situation.