**Working from Home Policy**

# SCOPE

1. The (insert name of employer) will support working from home for Employees as an alternative work arrangement. This is subject to workgroup head approval and as specified in this policy.
2. Working from home means the organisation/association has directed work to be undertaken at a residence that has been authorised as the Employee’s normal place of work. The working from home policy applies to all Employees whose authorised workplace is their place of residence.
3. Employees who elect to work from home without prior approval are not covered under this policy and procedure.

# RESPONSIBILITIES

***Employee Responsibilities***

1. Employees must:
2. Be familiar with the organisations/associations guidelines for working from home;
3. Abide by the terms and conditions of the working from home agreements;
4. Set up a dedicated home work area that is safe for the Employee and others entering it;
5. Establish suitable childcare arrangements to ensure you will not be providing care during work hours;
6. Establish work practices that make the work arrangement transparent to clients, ensuring they are not inconvenienced in their dealing with the Employee or the organization/association;
7. Report to the client or the form as required on the request of the organisation or client;
8. Agree on communication procedures; and
9. Comply with all other terms and conditions of employment.

***Supervisor Responsibilities***

1. The supervisor will:
2. Be familiar with the policy and guidelines for working from home;
3. Agree on communication procedures; and
4. Continue normal supervisory activities including career development, ongoing feedback and performance reviews.

***Organisation/Association Responsibilities***

1. The organisation/association will assist and encourage Employees and supervisors wishing to implement working from home arrangements.

***IT Responsibilities***

1. IT will keep an inventory of any company owned equipment being used by the Employee and provide IT support during business hours.
2. Unless otherwise agreed, Employees must provide at their own sufficient connectivity to the internet to perform their duties. Employees acknowledge that in some cases this may mean providing a dedicated internet connection for work purposes (e.g. a dongle) at their own cost.

# CONDITIONS OF EMPLOYMENT

***Hours of Work***

1. A Employee’s hours of work are unaffected by working from home. The daily schedule is specified in the working from home agreement. Employees ordinarily covered by the overtime policy will continue to be covered by this. The Employee’s supervisor must approve any overtime in advance.
2. Should a public holiday fall on a Employee’s ordinary day or work, they will be paid in accordance with their normal employment agreement.
3. The form does not compensate for travel time between an employee’s home and the organisation/association.

***Workplace Health and Safety***

1. The organisation’s/association’s workplace health and safety policy and WorkCover include Employees working from home under this policy.
2. The organisation is not responsible for any injuries to family members, visitors and others in the Employee’s home. Employees who permit third parties to enter their home work areas should consider carrying insurance that covers third part injuries arising out of or relation to the use of the home under a working from home policy, and should consult their insurance providers for advice.
3. Before entering into a working from home arrangement and every 12 months thereafter, the Employee need to complete a WHS risk assessment of the home work area to ensure it continues to meet the organisation’s WHS standards.

# EQUIPMENT AND EXPENSES

***Computer Equipment and Security***

1. Employees will provide their own computer equipment for home work use, including an internet connection and virus software package that is approved by the organisation. The Employee is responsible for all of the costs associated with the computer such as maintenance and insurance.
2. The Employee must ensure that all organisation or client information and network connections are secured before leaving the work area, e.g. locked up when leaving the work area.
3. The following security measures must be installed whenever the computer is left unattended:
4. While connected to the organisation’s network, a software lock must be used.
5. While not connected to the organisation’s network, but where the computer hard drive stores proprietary information, a software or physical lock must be used.
6. The IT department must be satisfied that these information safeguards are in place before authorizing Employees to use the equipment.

***Reimbursement Expenses***

1. The organisation will reimburse business telephone calls.

***Non-reimbursable Expenses***

1. Non-reimbursable expenses include:
2. Any costs relating to remodeling and furnishing the home work space;
3. Commuting expenses between the authorized work location and the organisation’s/association’s regular place or work; or
4. Household expenses (e.g. internet, electricity or other utilities will generally be the Employee’s responsibility).

# PROPRIETARY AND CONFIDENTIAL INFORMATION

1. The organisation’s/association’s policy on proprietary and confidential information must be upheld. All proprietary or confidential information must be stored in a locked room, desk or filing cabinet when left unattended. Any such information that is no longer required must be shredded or returned to the organisation/association Workplace.

# CRITERIA TO WORK FROM HOME

1. Any Employee may apply to change their working arrangements and to utilize the organisation’s technology away from the office. The application should be made to the employer in writing who will consider the application, having regard for the criteria set out below:
2. Personal performance;
3. The Employee has sufficient information, experience and training to undertake work safely and with a minimum of assistance and direction;
4. The interests of:

(i) The individual and their family;

(ii) The organisation;

(iii) Clients; and

(iv) Any persons working with the applicant who may be affected by the proposal;

1. Cost; and
2. Benefits to the individual, the organisation/association, persons working with the individual and clients.

# REVIEWING WORKING FROM HOME ARRANGEMENTS

1. The supervisor and Employee should review working from home arrangements every 12 months.
2. Should the organisation or Employee wish to terminate the working from home arrangement, either party must provide one month’s notice. This notice period may be varied by mutual agreement.

# WORKING FROM HOME RISK ASSESSMENT CHECKLIST

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is the type of work suitable to be done from home? |  |  |
| Is the worker’s desk of a right height? |  |  |
| Is the worker’s chair comfortable and appropriate for the task? |  |  |
| Is a smoke detector installed in the work area? |  |  |
| Is a fire extinguisher installed in the work area? |  |  |
| Is the workplace quiet during working hours and generally without excessive, disruptive or distracting noise? |  |  |
| Is the lighting suitable for the worker to easily see the task on which they are working? |  |  |
| Is the work surface free of shadows? |  |  |
| Is the work area of sufficient size for the performance of work (2.3m2 of unencumbered space)? |  |  |
| Are the passageways free from slip or trip hazards? |  |  |
| Can an upright, forward facing position be adopted for the work? |  |  |
| Is the workplace set up so that there is no need to adopt awkward postures for long periods? |  |  |
| Are the loads a worker may need to carry within their capacity? |  |  |
| Are there appropriate aids to transport the files to and from the organisation? |  |  |
| Are exits from the work area kept clear? |  |  |
| Are emergency telephone numbers such as police, ambulance, fire brigade and nearest hospital on hand? |  |  |
| Are relevant first-aid supplies available? |  |  |
| Is the room lockable from the rest of the house? |  |  |
| Is there a filing cabinet for files to be secured when they are not being used? |  |  |
| Are procedures in place to ensure you are not providing childcare and other adults will not be distraction during work hours? |  |  |
| Is your address the same as in your last assessment?  If no, please provide details below: |  |  |
|  | | |

***Important note: You must provide the organisation’s Workplace Health and Safety Officer with a photograph of your work space when you return your application.***

*I confirm that I have completed a risk assessment of my authorised workplace and that it meets the organisation’s WHS standards. I have read and understood the Working from Home Policy and agree to abide by it.*

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Full Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**The date of the next WHS risk assessment in 12 months’ time is** \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_

# WORKING FROM HOME AGREEMENT

This agreement between **(insert name of employer)** and **(insert name ofEmployee**) is effective from **(Insert Date)**. The organisation/association agrees to permit the Employee to work at home and the Employee agrees to work at home under the following terms and conditions. Except for those conditions expressly imposed on the Employee under this agreement, the conditions of the Employee’s employment with the organisation remain unchanged.

I have read the following documents and agree to follow the policies and procedures outlined in them:

1. Work Health and Safety policies and procedures and
2. The organisation’s Working from Home Guidelines.

My authorised workplace is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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My work area at the above location will be as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In establishing the home work area, I have determined that all common safety practices have been followed, and that this area provides a safe work environment for me and for others who may enter it.

My work schedule on a weekly basis will be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Home Office** | **Organisation Office** | **Total Work Hours** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

During scheduled work times, I can be reached at **(Insert Contact Phone Number)**.

Work assignments upon which I will work and outputs that I will produce while working from home are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The organisation will provide the following equipment for my work arrangement:

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In addition to those listed in the Working from Home Policy, reimbursable expenses include:

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**Employee Acknowledgment**

I **(Insert Name)** have been provided with a copy of the **(Insert Organisation Name) Working from Home Policy.**

I have read and understood the material contained within the **Working from Home Policy**, and I have had the opportunity to ask questions about any of the material set out in that policy.

I understand the ramifications of failure to adhere to the policy.

Employee: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:

Witness: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:

Employer: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: