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1. Policy Statement

- 1.1 The Company recognises that its employees are its most important asset and is committed to improving the work life of all employees.
- 1.2 As far as possible, the Company will offer flexible working arrangements. The home working policy will provide a range of working options which can be requested by employees and approved by the Company with the aim of providing a better work life balance.
- 1.3 The Company realises that there are occasions where conflict between work and home life creates a need for temporary or permanent changes to working arrangements. The Company will consider requests to re-establish a balance. The Company will provide the necessary support for employees to accommodate the needs of their home and work life.
- 1.4 This policy does not form part of any employment contract and the Company may update it at any time.
- 1.5 The policy fits with the Company's commitment to providing the highest standards of service and achieving a better working environment.

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2. Policy Aims & Benefits

- 2.1 This Home Working Policy aims to:
  - 2.1.1 increase the cost effectiveness of working arrangements;
  - 2.1.2 reduce costs;
  - 2.1.3 increase efficiency;
  - 2.1.4 improve recruitment;
  - 2.1.5 improve employee retention.
- 2.2 The benefits of the policy for the Company and its employees include:
  - 2.2.1 Retention of staff who might otherwise have to leave for domestic reasons, reducing the need for recruitment and training of new staff;
  - 2.2.2 Reduction in recruitment costs;
  - 2.2.3 Greater job satisfaction and responsibility;
  - 2.2.4 Enhanced quality of work life;
  - 2.2.5 Greater flexibility to accommodate work and domestic commitments; and
  - 2.2.6 Furtherance of the Company's Equal Opportunities Policy, for example for employees with disabilities.

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3. Home Working Definition

3.1 Home working is when an employee performs some or all of their duties at home.

3.2 When home working, employees must fulfil their obligations, including core working hours, continuing to meet their contractual obligations.

3.3 Home working can be arranged in three ways:

3.3.1 **Regular home working** is when an employee has a formalised agreement with their line manager to work from home on a regular basis for the whole or a significant part of their working week.

3.3.2 **Occasional home working** is when an employee works from home on an ad hoc basis to carry out a specific task. The employee will remain the Company's responsibility.

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4. General Principles

4.1 This policy applies to all employees. All employees can request formal home working, however the Company will determine which positions are suitable for home working.

4.2 The Company encourages home working where it meets business needs. The line manager will consider the appropriateness of home working where there are demonstrable benefits to the Company and its employees.

4.3 The line manager will regularly monitor and review home working arrangements to ensure their continued effectiveness. To this end, regular contact will be maintained between the home working employees and the line manager.

4.4 The Company will treat all employees equally, whether they are home or office based.

4.5 Employees who work from home must ensure that they have a suitable environment in which to work free from disruption. Adequate care arrangements in place for dependants who are present during working hours.

4.6 It is the responsibility of the line manager to inform their employees if their home working arrangements are no longer suitable.

4.7 Employees are entitled to request flexible working options.

4.8 All employees, whether home or office based, are required to comply with the policies of the Company.

4.9 Occasional/ad hoc home working arrangements should be arranged at short notice. For formalised, regular home working, see section 5 below. Reasons for requesting home working include illness of a child or adverse weather conditions. In these situations, employees should contact their line manager. The line manager will need to work from home to decide whether or not to authorise homeworking.

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5. **Applying for Formalised Home Working**

5.1 In line with the flexible working arrangements, employees can request flexible working in respect of their employment in respect of their home working arrangements. However, employees do not have an automatic right to request flexible working.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.2 To work effectively, home working arrangements must primarily meet the business needs of the Company. Whilst requests for home working will be considered on an individual basis, any request must primarily meet the business needs of the Company.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.3 Employees who wish to request flexible working must do so in writing to << e.g. line manager >> and should set out:

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.3.1 the nature of the request;

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.3.2 the proposed home working arrangement;

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.3.3 an explanation of how the request will affect the Company and its business;

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.3.4 how such effects will be managed.

5.4 Where a request is made, the Company will consider the request in line with an employee's statutory right to request flexible working. The Company's Flexible Working Policy will be fulfilled.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.5 The Company will consider the request by meeting with the employee to discuss the request. The Company will respond to the request within 14 days of the request being received.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.6 Applications for home working will be considered at the << e.g. line manager's >> discretion in line with the individual's circumstances and the needs of the Company. If the request is refused the Company will provide a written explanation for the refusal in writing.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.7 If employees feel that their request has been refused, they may appeal the decision in line with the Appeals Procedure contained in the Flexible Working Policy.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.8 Employees working from home must sign a Home Working Agreement before being approved to work from home.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.9 Approved home working arrangements are subject to a trial evaluation period before being considered for permanent approval.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.10 The Company reserves the right to vary existing home working arrangements.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.11 If the employee moves to a new location, the home working arrangement will be reassessed.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.12 The Company reserves the right to vary existing home working arrangements.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

5.13 Home working may be terminated for employees who abuse the system. Such employees may be subject to disciplinary action under the Company's disciplinary policy.

governed by the Employment Act 2002, the terms and conditions of employment. However, employees do not have an automatic right to request flexible working.

6. **Selection Criteria**

6.1 In determining whether to approve home working the following criteria will be considered:

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criteria will be taken

6.1.1 The suitability of the work is capable of being undertaken at

the work is capable of being

6.1.2 The impact on efficiency and effectiveness;

efficiency and effectiveness;

6.1.3 Whether cost

;

6.1.4 The needs of flexible working arrangements;

flexible working arrangements;

6.1.5 The suitability

nt;

6.1.6 The suitability

6.1.7 The ability of with reduced social contact; and

with reduced social contact; and

6.1.8 Whether arrangements place for effective communication and the Company.

place for effective communication and the Company.

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7. **Equipment and Connectivity**

7.1 The Company will provide equipment to enable employees to work effectively from

equipment to enable employees to work effectively from home. This includes:

7.1.1 The supply of broadband line, for the exclusive purpose of business;

broadband line, for the exclusive purpose of business;

7.1.2 Relevant IT equipment including laptops, printer, fax;

laptops, printer, fax;

7.1.3 Furniture including desks, chairs, filing cabinets, drawers etc;

desks, chairs, filing cabinets, drawers etc;

7.1.4 Mobile phone

7.1.5 Consumables including paper, toner and ink, and stationary.

paper, toner and ink, and stationary.

7.2 The Company will be responsible for maintaining, repairing or replacing the equipment

maintaining, repairing or replacing the equipment

7.3 The Company reserves the right to remove equipment from an employee's home for the purposes of maintenance

employee's home for the purposes of maintenance

7.4 Equipment supplied for business purposes should be used exclusively for business and it must not be used by anyone other than the employee

for personal use. The equipment supplied for business purposes should be used exclusively for business and it must not be used by anyone other than the employee

7.5 The equipment provided for home working arrangements is the property of the Company. Employees are required to return equipment provided by the Company should the home working arrangement

property of the Company. Employees are required to return equipment provided by the Company should the home working arrangement

7.6 Use of personal equipment for business purposes is permissible provided that it satisfies the necessary technical requirements.

is permissible provided that it satisfies the necessary technical requirements.

7.7 The Company will not provide computers and equipment for home working arrangements

maintaining employees' own equipment for home working arrangements

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8. **Health and Safety**

8.1 The Health and Safety Act, the Company is responsible for the health, safety and welfare of employees, wherever they work. At the same time employees must ensure that they take reasonable care not to expose themselves or others to risks to health and safety.

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8.2 Prior to any employee risk assessment at the place of work that it is suitable for the work to be carried out. This may be carried out by the employee or work or measures be taken before the employee starting to work from home.

the Company will undertake a risk assessment at the place of work in order to ensure that the work can be carried out safely. Employees must take care of themselves. Should any remedial work be required, it must be completed prior to the employee starting to work from home.

8.3 The risk assessment must be reviewed on an annual basis to ensure that it remains appropriate.

annual basis to ensure that it remains appropriate.

8.4 Home working employees must report any health and safety issues and for report any health and safety issues with reasonable care to the manager.

Home working employees must report any day-to-day health and safety issues to their manager. Employees must take care to ensure a safe working environment.

8.5 Failure to comply with the provisions may result in the withdrawal of the home working arrangement and disciplinary action.

Failure to comply with the provisions may result in the withdrawal of the home working arrangement and disciplinary action.

9. Insurance and Other Financial

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9.1 [Equipment supplied by the Company's insurance policy providing and maintaining equipment supplied to employees with reasonable care to ensure it is kept secure.

Equipment supplied to employees is covered by the Company's insurance policy. Employees will be responsible for the maintenance of equipment supplied to them. Employees must take care to ensure that equipment owned by the Company is kept secure.

9.2 Employees will be held responsible for equipment when caused by their own negligence or safety.

Employees will be held responsible for equipment when caused by their own negligence or safety.

9.3 Employees working from home are covered by the Company's Employer's Liability policy in respect of accidents occurring while employed at home.

Employees working from home are covered by the Company's Employer's Liability policy in respect of accidents occurring while employed at home.

9.4 It is the responsibility of the employee to provide adequate insurance for home buildings and contents for damage caused to the home.

It is the responsibility of the employee to provide adequate insurance for home buildings and contents for damage caused to the home. The Company will not accept liability for damage caused to the home.

9.5 Home working arrangements require employees to contact their insurance policies of the household and contents insurance required to contact their insurance policies when working at home on a home working arrangement.

Home working arrangements require employees to contact their insurance policies of the household and contents insurance required to contact their insurance policies when working at home on a home working arrangement.

9.6 Some mortgage and insurance policies may be used for work purposes. Employees should inform their landlord or mortgage lender.

Some mortgage and insurance policies may be used for work purposes. Employees should inform their landlord or mortgage lender.

9.7 Employees should check that business rates are payable in respect of the home.

Employees should check that business rates are payable in respect of the home.

9.8 The Company will not accept liability for any detriment, loss or damage caused by the employee's failure to obtain the necessary permissions from the landlord.

The Company will not accept liability for any detriment, loss or damage caused by the employee's failure to obtain the necessary permissions from the landlord etc.

10. Confidentiality, Security and

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10.1 All employees, whether working from their office base, are required to

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- comply with the Com
- 10.2 Employees are resp
- and all Company info
- 10.3 It is the responsibility
- home working emplo
- information within the
- all reasonable preca
- accordance with the
- 10.4 Data security is a pa
- Company may want
- before deciding whe
- Employees must ens
- written information a
- accessed by other p
- prejudice the securit
- 10.5 Employees must rep
- confidentiality or data
- immediately.
- 10.6 Failure to keep inform
- under the Company'

policy.

security of the Company property  
s etc. within their possession.

ger >> to determine whether the  
security and confidentiality of  
agers >> must be satisfied that  
ain confidentiality of material in  
pany.

working employees. The  
ction risk assessment  
homeworking request.  
tored and accessed, including  
er, is secure and cannot be  
ake no action which might

l breach of security,  
o title e.g. the line manager>>

s matter and will be dealt with

11. **Hours of work**

- 11.1 Employees working f
- an appropriate worki
- working employees r
- 11.2 Requests from home
- treated in the same v
- be agreed by their lin

manager are required to agree  
Working Agreement. Home  
ate breaks are taken.

change their hours of work will be  
ce based employees and must

12. **Annual and Sick leave**

- 12.1 Requests for annual
- >> following the norm
- 12.2 Employees working f
- procedures.

d agreed by the << line manager

t to the normal sickness absence

13. **Expenses**

- 13.1 Expenses paid for by
- Working Agreement.
- 13.2 Further reasonable e
- the Company's discr

reed at the outset of the Home

employee may be reimbursed at  
case-by-case basis.

**This policy has been approved &**  
NAME:

LL NAME>>

POSITION:  
DATE:  
SIGNATURE:

<<INS

HUMAN RESOURCES MANAGER>>

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