

Home Working Policy

Policy:	Home Working Policy	Policy Owner:	Ian MacLennan
Date Published:	24/01/2023	Date Amended:	16/01/2024
Policy Aim:	This policy aims to clarify the rules around working patterns, breaks and additional hours.		
Employee Contract Context:	<ul style="list-style-type: none"> • This policy does not form part of the company's contract of employment. • At the absolute discretion of the employer, this policy may be amended at any time as considered appropriate and in keeping with employment legislation. 		
Policy Application:	<ul style="list-style-type: none"> • This procedure applies to all employees excluding agency and contract workers. 		
Policy Templates/ Forms:	<ul style="list-style-type: none"> • Risk Assessment Form 		
Further Reading:	<ul style="list-style-type: none"> • Health & Safety Policy • Quality Management System Manual 		

Table of Contents

Introduction	2
1. Policy	2
2. Process	3
3. Equality and Diversity	4
4. Record Keeping	Error! Bookmark not defined.

Introduction

Definition of home working arrangements:

Home Working	<ul style="list-style-type: none">• Where the employee works from home and travels to different locations.• Where the employee works from home without travelling to different locations.
---------------------	--

1. Policy

- a) Employees will be expected to comply with all the company's policies.
- b) The employee's supervision will be managed by reporting in and out at the start and end of the day and during breaks, morning meetings with their department to ensure good communication and the feel of an office environment three days per week, zoom or teams meetings which enable screens to be shared to aid discussions that cannot take place in person and by the use of cloud based shared documents.
- c) The employee's performance will be managed by annual performance appraisals by their Line Manager and review of cloud based shared documents & crm system.
- d) The employee will not be disadvantaged in any way due to working at home e.g. training, progression etc.
- e) Home workers are advised to discuss their personal tax situation with HMRC to determine if this will be impacted.
- f) The working from home arrangement will be reviewed should an employee move to a new house.
- g) The company will cover the following practical arrangements and anything purchased will remain the property of the company:
 - IT equipment required for the role
 - Reasonable equipment and installation costs linked to a disability/medical condition
 - Furniture where requirements are not linked to a disability or medical condition e.g. desk, chair etc.

2. Process

- a) Before working from home can commence the following practical activities must be completed:

Health and Safety:	<ul style="list-style-type: none">• The employer is responsible for providing IT equipment. However, it is the employee's duty to rectify issues identified in the home and maintain the required standards.• Those with disabilities will be encouraged to highlight any potential issues or adjustment queries which will trigger a personal risk assessment review.• DSE assessments are to be carried out annually for all staff working from home and to ensure all requirements are being met.• The employee should notify their Line Manager if they choose to move their working location within their home so a new DSE assessment can be carried out.• Any accidents/incidents while working from home should be reported to the office to be added to the company accident book.• If the employee requires a first aid kit while working at home, they are given the option to purchase this themselves and claim back through expenses.• PAT testing should be carried out on all office equipment for those working from home every three-four years as long as it remains in one location. If the individual carries the equipment to various locations, this should be PAT tested on a more regular basis in case of damage in transit (every two years). The employee should return their equipment to the office on the date given by the Office.
Other Practicalities:	<ul style="list-style-type: none">• Employees are not permitted to work from a location not previously agreed with their line manager. They are only to work in the space where the DSE Assessment has been carried out and all equipment is installed unless agreed by their line manager.• If the employee working from home breaks process, they may be required to work with their desk/laptop camera on or return to working in the office.• Information should not be saved locally, and if required to for working purposes should always be backed up on the server/cloud.• The employee should tell their mortgage provider/landlord/home insurer of their intention to work from home in case their mortgage agreement, lease or insurance prevents this activity.• The employee should obtain from their home insurer confirmation of cover should work equipment cause damage and for a claim from a third party and failure to notify this change could invalidate your insurances.

3. Equality and Diversity

- a) No individual will be unjustly discriminated against under this policy.
- b) The company will be mindful of any circumstances where a protected characteristic could lead to direct or indirect discrimination.
- c) Employees are invited to provide information about any equality or diversity issues that may be relevant.
- d) The company may consider making adjustments to this policy in appropriate circumstances when feasible and in keeping with organisational needs.

4. Cyber Security

- a) Individuals who work from home must be aware of computer security.
- b) It is important to ensure work moved between PCs outside of the company and within the organisation does not transfer viruses to company machines. If the machine is the user's own, then the responsibility of installing an up-to-date virus detection programme lies with the user. Machines supplied by the company should have the latest virus checker automatically installed/updated.
- c) Work should be adequately backed up in case of damage in transfer.
- d) There must be appropriate safeguards in place in relation to confidentiality of any material being worked on. Please see company GDPR Policy for more information.

5. Security

- a) We would normally recommend that if the staff member is using a separate room as an office (Spare bedroom) that it has a lock on the door.
- b) Paperwork should be secured in a locked draw / filing cabinet when not being worked on.

6. Mental health

- a) Where an employee is working at home every effort will be made to ensure regular lines of communication are maintained by phone, email or over internet applications to check on their wellbeing and to reduce social isolation.
- b) Where work permits, employees will be given varied tasks to perform, clear priorities for workstreams will be established and employees will be encouraged to take extra rest break factoring in other home related commitments.

7. Meetings with third parties

- a) Meetings should be held in public space. Employees should inform work colleagues of meetings, who is attending, where and times etc.

Signed: 

Position: Managing Director

Date: 16/01/2024