



Work from Home Policy

Definition

A home worker is someone who is employed by the Employer to work at or from their home on a regular basis. An employee who occasionally works from home is not classed as a home worker, but rather can work from home on an irregular basis as discussed and agreed with the Employer.

Your working environment and working practices are subject to the same working standards that are applied to working at the Employer's premises regarding confidentiality, access to Employer documents and Health and Safety.

Health and Safety

The Employer will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, including home workers.

A risk assessment of the proposed area of work and the equipment in your home will be carried out by yourself to evaluate the risk to your health and safety, as well as the health and safety of your family and members of the public. Thereafter, it is essential that this is routinely checked as often as if you were based at the Employer's premises.

You are responsible for the health and safety of any visitors, children or family members who may come into contact with any property or equipment supplied by the Employer for home-working. If there are any faults in the Employer equipment, the equipment should not be used at any time until it has been inspected and any necessary repairs have been carried out by the appropriate specialists. You are responsible for ensuring that any damage to equipment is reported promptly to the Employer.

Confidentiality

You should note that all Employer business information is regarded as confidential. Therefore, where Employer documents are used in the course of working at home you must take steps to protect Employer records at all times against loss, unauthorised access, alteration or destruction.

You are required to take special care to secure all records and to prevent unauthorised disclosure of any Employee or other business information.

Precautions must be taken to ensure third parties, including members of your family, visitors or other persons visiting or residing in your home do not become aware of any information which is confidential. Information must not be left unattended when you are working and when materials are not in use they should be locked away in a secure place. Similar precautions must be taken when transporting documents in the course of your work.

You must take responsibility for destroying safely any paperwork containing confidential Employer business that is no longer required. Where necessary, papers can be brought to the Employer's offices for confidential shredding.

If you have any reason to believe that Employer information is lost, altered or has been accessed by any unauthorised person, you must report this to the Employer without delay.

Provision of Company equipment

All property which is provided to you for the purposes of home-working must be returned immediately to the Employer upon request and, in any event, immediately following the termination of your employment.

The Employer may agree to reimburse expenses necessary for you to work at home, including costs for consumables such as paper, cartridges and toner etc. Internet usage will be at your own cost.

On the termination of your employment or upon the Employer's request, you must return all Employer property and equipment which is in your possession or for which you have responsibility. Failure to return such items within seven days will result in the cost of the items being deducted from any pay due to you.

You are responsible for any damage to equipment or property which the Employer provides for work purposes which goes beyond ordinary wear and tear and to any damage to your home which may result from the installation or removal of Employer equipment or property.

Where any damage to an Employer's property or equipment is due to your negligence or lack of care, the Employer reserves the right to insist on you paying for the cost of repair or replacement of the item(s) in question.

ACKNOWLEDGEMENT

I _____ (please print name) hereby acknowledge that I have received, read and understand the details confirmed in this policy. I also understand that all contents of this policy are private and confidential.

Signed: _____

Dated: _____

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____