

HOMEWORKING POLICY

1. Introduction

- 1.1. This Policy explains how to apply for homeworking and the things we take into account when considering your request. It also covers the safeguards that need to be put in place and the practical arrangements that make homeworking a success.
- 1.2. This Policy applies to all employees.
- 1.3. This Policy does not form part of your contract with us. We reserve the right to amend or remove this Policy.

2. Formal homeworking arrangements

- 2.1. If you are entitled to work from home because of an approved formal flexible working request, then this is a permanent part of your contract of employment with us. This Policy applies to you, but references to your right to work from home being discretionary and/or being withdrawn do not apply.

3. Informal homeworking arrangements

- 3.1. Homeworking arrangements are discretionary and subject to agreement with employer. Our position on homeworking will depend on factors including role, duties, performance, conduct, and responsibilities.
- 3.2. The days and times when you will be allowed to work from an agreed homeworking location must be agreed with your line manager and may be altered from time to time depending on business need.
- 3.3. Regardless of any informal agreement on place of work, you must attend the workplace if we ask you to.
- 3.4. We will review homeworking arrangements and may change or end them at any time. We will try to give at least one month's notice of any removal or change in homeworking rights, but this may not always be possible.

4. What we will look at when considering whether to allow homeworking

- 4.1. We will look at the following when considering whether to allow homeworking:
 - Whether your job requires workplace attendance (and if adjustments can be made to accommodate working elsewhere, the cost and potential inconvenience of those adjustments)
 - Whether or not your home has adequate internet connectivity
 - Any performance issues you may be experiencing
 - Your disciplinary record
 - Your attendance record

- The level of supervision you need in your role

5. Location

- 5.1. If we agree to homeworking, then this will be at a defined and fixed alternative location. This will generally be your home address.
- 5.2. If you want to work from a different homeworking location at any time, then you need to agree it with your [line manager] in advance.
- 5.3. Any alternative homeworking location must be in the UK.

6. Your obligations

- 6.1. You must attend at your workplace or other requested location in line with the pattern agreed with your line manager and at any time on our request.
- 6.2. You agree that we can access your homeworking location on reasonable notice to carry out a health and safety risk assessment. You agree to make any changes required to your homeworking arrangements following our assessment. If you fail to do this or to provide evidence that you have done so, then we may withdraw your right to homeworking. You may also be subject to disciplinary action.
- 6.3. You must make sure that you continue to work the hours required under your contract of employment when working from home.
- 6.4. You are responsible for any tax implications of homeworking.
- 6.5. You must make sure that dependants are cared for when homeworking, and that this does not affect your work.
- 6.6. You must pay any travel expenses incurred when travelling from home to the workplace.
- 6.7. You must maintain contact with your line manager and colleagues.
- 6.8. You agree to make changes to your homeworking arrangements if we ask you to (including the days, times and location from which you work).
- 6.9. You are responsible for checking the terms of any mortgage or rental agreement to make sure that homeworking will not breach any of the terms.
- 6.10. You are responsible for all indirect costs associated with homeworking, including heating, broadband and electricity.

7. Equipment

- 7.1. We will provide you with the equipment we believe you will need to carry out your work from home. This equipment remains our property and must only be used by you. You must use and store this equipment in line with our Computers, Email and Internet Policy.
- 7.2. On the termination of homeworking or your employment or engagement with us, you must return all homeworking equipment provided by us. You are responsible for damage to any issued IT equipment, other than that caused by reasonable wear and tear.

8. Data security and confidentiality

- 8.1. You must ensure that all confidential information is stored securely at your home.
- 8.2. You must report any actual or potential breach of security, confidentiality or data protection to both your line manager and the person with responsibility for data protection immediately.

9. Insurance

- 9.1. You will be covered by our Employers' Liability Insurance whilst working from home. You must inform us of any accidents or incidents immediately.
- 9.2. If any changes need to be made to our Employers' Liability Insurance as a result of you working from home we may require you to cover or contribute to any additional cost.

10. Managing homeworking

- 10.1. Employees who work from home are subject to the same rules, procedures and standards of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.
- 10.2. We want you to remain as involved as possible in our business and our activities while you are working from home. This includes having access to company news, events and benefits, as well as opportunities for professional development, training and promotion.
- 10.3. We will keep in regular contact with you during your homeworking. If, at any point, you feel isolated, left out or lacking guidance or support, you should discuss this with your line manager.
- 10.4. Where an IT or other problem prevents you from working effectively from home, you should contact your line manager and / or IT support straightaway. We may need you to come into work until the issue has been resolved.
- 10.5. If you cannot work on a homeworking day because of illness or injury, you must follow the procedure set out in our Absence Management Policy.

11. Ending the homeworking arrangement

- 11.1. Your line manager will keep any homeworking arrangements under review and we may suspend or revoke them if there is evidence of misuse or performance or disciplinary concerns.
- 11.2. We may decide to end your homeworking arrangement if:
 - you fail to comply with any company policy, including but not limited to our Service Standards Policy
 - you do not achieve your monthly billing target
 - we think that homeworking is not working as it should
 - you move to a different job role
 - your line manager believes it is the correct course of action or

- it has become or will soon become unsuitable

11.3. If you want to bring your homeworking to an end, you should speak with your line manager.

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