

Working from Home Policy – policy template

Instructions

This template provides the basic information for a company to develop and implement a working from home policy. We recommend members consider the template carefully as it contains content that may require customisation before implementation into your business.

Given the nature of the subject such a policy will need to specifically suit your particular business and it's particular needs.

This policy should be read in conjunction, and applied with ,any relevant health and safety protocols

Purpose

The Company recognises the importance of flexible work arrangements for a wide variety of reasons.

This policy sets out the guidelines and procedures to be followed when considering a working from home arrangement. The opportunity to work from home is not an entitlement or a right.

Scope

This policy applies to all employees of the Company whether the work from home arrangement is on a regular basis or an ad-hoc basis.

Although the Company acknowledges that all employees are eligible to request working from home arrangements, such an arrangement may not be appropriate or possible.

Guidelines

Application of company policies

Employees who are permitted to work from home must follow all Company policies as far as possible and practical.

Insurance Arrangements

Employees are solely responsible for checking whether working from home has any impact on any existing insurance arrangements they may have, including public liability or equipment covered by their own home contents insurance, and any obligations they may have to notify their insurer that their home is to be used for work purposes.

Access Arrangements

From time to time, the Company or one of its representatives may require access to an employee's home-based workstation.

The Company will seek the consent of the employee prior to accessing a home-based worksite, and such consent must not be unreasonably withheld. All work from home agreements must provide for reasonable access for the purposes of:

- assessing and monitoring security arrangements of equipment and documents;
- WHS inspections and risk assessments;
- incident investigation; and
- supervision.

Procedures for Applying

Generally, working from home arrangements must be negotiated between the employee and the Company, unless the Company directs the employee to work from home for health and safety or other fair, lawful or reasonable reason.

If the request to work form home is at the initiative of the employee, the employee is required to put their request in writing with adequate supporting documentation and evidence as required for the Company to consider and determine the request. Failure to do so will delay the decision making by the Company.

The outcome of any such agreement should be drafted into an amendment to the terms of an employees employment.

In considering the feasibility of any such arrangement the Company must take into account the personal circumstances of the employee along with the operational needs and requirements of the business.

Consideration of such a request, and the resulting approval or denial, should not take more than [10 working days] unless there are satisfactory reasons for a delay.

Any such arrangement needs managerial signoff and approval prior to commencement.

The Company reserves the right to cancel or vary the terms of the arrangement made under this policy at any time by giving the employee **one weeks'** notice, or as appropriate if circumstances require.

Considerations for working from home request

The Company will consider and assess the following issues (at the least) when considering permitting an employee to work from home:

1. Workers Compensation.
2. Health and safety.
3. Working environment/Workstation suitability.
4. Any related contingency issues.
5. Any relevant Award terms relating to flexibility request and other relevant terms.
6. Appropriate and regular communication between employer and employee.
7. Dealing with emergencies.
8. IT requirements including security.
9. Confidentiality.
10. Monitoring productivity/performance expectations.
11. **Other??**

Further assistance

Any employee who requires assistance in understanding this policy should first consult their supervisor, manager or the human resources team.

Policy Review

This policy must be reviewed and where appropriate amended by *[insert name/title/committee name]* every 2 years or sooner.

This policy commences on *[insert date]*.

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Position: *[Signed by appropriate officer]*

Date:

[Next review date: *insert next review date*]