

Home working Policy

The Company promotes flexible working for staff in all jobs and all grades and, where appropriate, will agree to an employee working partly or wholly from home, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working.

Individual requests for homeworking will, however, need to be reviewed on their own merits and agreement to a specific request will depend on an objective assessment of whether the employee's work can be done from home without any detriment to the Employer's productivity or [client/customer] relations. As every job is different and every employee is different, the Employer cannot guarantee that it will agree to every employee's request to work from home.

Employees who are considering putting in a request to work from home should consider whether their skills and attributes include:

- self-discipline;
- the ability to work without direct supervision;
- good organisational skills;
- the ability to manage time effectively; and
- an ability to cope with the potentially conflicting demands of work and family.

This policy aims to describe the working arrangements that will apply when it is agreed that an employee will work from home.

Pay

Employees who work from home will be paid a 'fair piece rate' for each piece of work completed in which case the Employer will define a minimum and maximum amount of work to be completed each week.

Hours of work

Homeworkers are not subject to fixed hours of work and are free to perform the agreed work at times that suit them. There are, however, core hours during which homeworkers must be available either to respond to telephone calls or to meet with the Employer.

The Employer will normally expect a homeworker to telephone his/her supervisor once a day.

Homeworkers must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998. They must:

- take a break during each working day of at least 20 minutes, during which they must stop work;
- ensure that they have a daily rest break of at least 11 continuous hours, ie the time period between stopping work one day and beginning work the next day must not be less than 11 hours; and
- have at least one complete day each week when no work is done.

Visits to the Employer's premises

Homeworkers are required, on request, to attend the workplace for purposes such as training, performance assessment and team briefings. This will normally not be more frequent than half a day per month and the dates and times of such visits will be agreed in advance. The employee will not be paid for time spent at the workplace on such visits.

Visits to the employee's home

The Employer reserves the right to visit the employee at home at agreed times for work-related purposes, including health and safety matters. It is a condition of any homeworking agreement that the employee agrees to accept visits from management in his/her home. Such visits will be for the purposes of:

- delivering and collecting work;
- providing a channel for reporting;
- performance monitoring and feedback;
- general discussions about work-related matters;
- ensuring health, safety and security; or
- any other work-related purposes that the Employer considers appropriate.

Equipment and materials

It is the Employer's policy that all equipment, including computer equipment, and materials necessary for the employee to work from home will be provided to the homeworker by the Employer and maintained (and replaced when necessary) by the Employer.

It is the homeworker's duty to ensure that proper care and security is taken of equipment and any materials provided by the Employer.

The homeworker will be responsible for buying renting all equipment required for the performance of his/her duties for the Employer.

On termination of the employee's employment for any reason, the Employer will have the right to visit the employee's home at an agreed time and retrieve all equipment and documents and data belonging to the Employer or connected with the employers business.

Telephone and internet accounts

The homeworker will pay the costs of connection fees for all telephone and internet connections in the homeworker's home.

The Employer will not pay bills for calls made by the employee on the mobile phone.

Security

The homeworker must carry out work for the Employer in a room used only for that purpose and must not allow members of his/her family or third parties who are not employed by the Employer to access or use the Employer's equipment.

An employee who works from home must also agree not to smoke in the room where the work is carried out.

Employees who work from home are responsible for keeping all documents and information associated with the Employer's business secure at all times. Specifically, homeworkers are under a duty to:

- keep filing cabinets and drawers locked when they are not being used;
- keep all documentation belonging to the Employer under lock and key at all times except when in use; and
- set up and use a unique password for the computer.
- Maintain a firewall and anti-virus protection software on all computers used for work purposes (including laptops, PDA's and mobile phones that are used to store data)

Furthermore, the computer [and other equipment] provided by the Employer for the homeworker must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

Health and safety issues

The Employer is obliged under health and safety legislation to ensure the health and safety of homeworkers in the same way as office-based staff. The Employer is therefore required to ensure that:

- all equipment and systems of work in the employee's home are safe;
- all articles and substances are handled and stored safely;
- an analysis of the employee's workstation is conducted;
- information and training on the safe use of equipment, including display screen equipment, is provided to the homeworker; and
- risk assessments are carried out in respect of the work the employee is carrying out.

All employees who work from home have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the Employer from time to time.

Insurance

The homeworker is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that he/she works from home.

If there is any uplift to these home insurance policies specifically on account of the work for the Employer, the Employer will meet the appropriate extra premium upon delivery by the homeworker of the appropriate receipts and documentation.

Requests to work from home

Any employee who wishes to request homeworking should in the first instance put his/her request in writing, stating the pattern of working he/she is seeking (i.e. the number of hours or days he/she would propose to work from home and/or at the workplace) and submit the request to Head of School.

The Employer will arrange a meeting with the employee to discuss the feasibility of the employee's request to work from home. It is the Employer's policy to view any requests for homeworking in a positive light and the Employer will, whenever it is possible and practicable, agree to the employee's request.