

HOME WORKING POLICY

1. ABOUT THIS POLICY

- 1.1 We support home working in appropriate circumstances either occasionally (to respond to specific circumstances or to complete particular tasks) and in some cases on a regular (full or part-time basis). In addition, occasional or permanent homeworking can, in certain circumstances, be a means of accommodating a disability and can be requested as a means of flexible working under our Flexible Working Policy.
- 1.2 This policy sets out how we will deal with requests for home working, and conditions on which home working will be allowed. If you are allowed to work from home you must comply with this policy.
- 1.3 This policy covers all employees, consultants, volunteers, interns, and agency workers.
- 1.4 **This policy does not form part of any employee's contract of employment, and we may amend it at any time. Contractual agreements take precedence above this policy. Business need is also a priority to this policy.**

2. HOME WORKING ARRANGEMENTS

- 2.1 There are a number of circumstances in which the ability to work from home on an occasional or temporary basis may be of benefit to you:
- (a) when a child or elderly relative or dependent becomes unwell or arrangements for their care break down at short notice;
 - (b) when, despite being fit to work, travelling to the office is difficult (for example, due to recovery from an injury such as a broken leg);
 - (c) when public transport has been disrupted (for example by the weather or by a strike, that affects your travel arrangements);
 - (d) when a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline; or
 - (e) when the government states you should work from home.
- 2.2 In these circumstances working at home can be authorised by a Head of Department (HoD) where, in their opinion:
- (a) you have work that can be undertaken at home; and
 - (b) working at home is cost-effective and any increase in work that may be passed to your colleagues as a result is kept to a minimum.
- 2.3 Your HoD will, where necessary, liaise with **Janet Westwell, People and Organisational Development Manager**, to confirm arrangements.
- 2.4 You may want to vary your working arrangements so that, either permanently or for a fixed period, you work from home for all or part of your working week. Any request to work from home must meet the needs of our business as well as your needs.

3. APPLYING HOME WORKING

- 3.1 After successful completion of your probationary period, you can make an application for homeworking which will be considered on its merits. However, not all roles and not all jobs are suitable for homeworking.
- 3.2 A request for homeworking is unlikely to be approved, on either an occasional or permanent basis if:
- (a) you need to be present in the office to perform your job (for example, because it involves a high degree of personal interaction with colleagues or third parties or involves equipment that is only available in the office);
 - (b) your most recent performance review identifies any aspect of your performance as unsatisfactory;
 - (c) your head of department has advised you that your current standard of work or work production is unsatisfactory;
 - (d) your head of department has advised you that your current standard of work or work production is unsatisfactory;
 - (e) you have an unexpired warning, whether relating to conduct or performance; or

- 3.3 If you wish to apply to work from home you will need to be able to show that you can:
- (a) work independently, motivate yourself and use your own initiative;
 - (b) manage your workload effectively and complete work to set deadlines;
 - (c) identify and resolve any new pressures created by working at home; and
 - (d) adapt to new working practices including maintaining contact with your head of department or supervisor and colleagues at work.
- 3.4 To be considered for homeworking you must submit a written application to Janet Westwell. Your application must state:
- (a) why you consider your job to be suitable for homeworking and how you meet the criteria for homeworking set out in Paragraph 3.3;
 - (b) whether you wish to work from home on a permanent basis or for a fixed period. In either case you should state the date from which you wish the arrangements to start and, if you wish to work from home for a fixed period, the date on which you want the arrangements to finish. You should try to give us as much notice as possible and, in any event, make your application at least 4 weeks before your proposed start date so that your request can be considered;
 - (c) whether you wish to work from home for all or part of your working week and, if only part, which days you propose to work from home;
 - (d) how you would organise your work from home including how you would ensure the security of documents and information, where appropriate;
 - (e) the extent to which you could be available to come to work on days you are proposing to work from home if needed, for example to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days;
 - (f) if different from your current hours of work, the hours of work that you propose apply when you are working at home; and
 - (g) how you envisage maintaining contact with your head of department and supervisor, how your work will be set and progress monitored.
- 3.5 It may assist your application for homeworking if you first discuss your proposal with the Human Resources Officer informally. This may identify potential problems with your application, such as a need to be in the office on occasions you had not considered, which your application can then address.
- 3.6 In considering your application, Janet Westwell may invite you to a meeting to discuss your proposals.
- 3.7 We may also ask for you to agree to a home visit by Janet Westwell, in order to carry out a risk assessment, install or service equipment, or to reclaim equipment on termination of your homeworking arrangement.
- 3.8 We will try to respond to your request within 2 weeks of your request.
- 3.9 If your request is refused we will give you written reasons for the refusal. If you are not happy with the decision you may appeal using our Grievance Procedure.
- 3.10 If your application is accepted the agreed arrangements will be recorded in writing and may be subject to a trial period.

- 3.11 Any terms on which it is agreed that you may work from home will include the following:
- (a) We reserve the right to terminate the homeworking arrangements, for example if your role changes such that homeworking is no longer suitable, subject to reasonable notice. If you want to terminate your homeworking arrangement, you must notify Human Resources in the first instance. We will only be able to accommodate your request if there is sufficient office space and a suitable desk for you.
 - (b) You will be subject to the same performance measures, processes and objectives that would apply if you worked in the office.
 - (c) If you receive an unsatisfactory performance review or are subject to a verbal or written warning for any reason your homeworking arrangements may be terminated immediately and you will be expected to return to work at our premises.
 - (d) Your HoD will remain responsible for supervising you, will regularly review your homeworking arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with circulars and information relevant to your work.
 - (e) You agree to attend the office or other reasonable location for meetings, training courses or other events which we expect you to attend.
 - (f) You understand that when you do attend the office, you may have to hot desk or share a desk with someone else.
 - (g) Working at or from home may affect your home and contents insurance policy, mortgage, lease or rental agreement. You must make any necessary arrangements with your insurers, bank, mortgage provider or landlord before commencing homeworking.

4. WORKING AT HOME: EQUIPMENT

- 4.1 We will provide any equipment that we consider you reasonably require to work from home which will remain our property. Where equipment is provided you must:
- (a) use it only for the purposes for which we have provided it;
 - (b) take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
 - (c) make it available for collection by us or on our behalf when requested to do so.
- 4.2 We are not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for us.
- 4.3 We are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls.

5. WORKING AT HOME: DATA SECURITY AND CONFIDENTIALITY

- 5.1 All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times. Your head of department must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements.
- 5.2 You may only use equipment which has been provided by or authorised by us. You agree to comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.
- 5.3 You confirm that you have read and understood our policies relating to computer use, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies.
- 5.4 If you discover or suspect that there has been an incident involving the security of information relating to the firm, clients, customers or anyone working with or for the firm, you must report it immediately to your manager.

6. WORKING AT HOME: HEALTH AND SAFETY

- 6.1 When working at home you have the same health and safety duties as other employees. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. You must attend the usual office health and safety courses, read the Health and Safety Policy in the employee handbook and undertake to use equipment safely.
- 6.2 We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.
- 6.3 You must not have meetings in your home with clients and must not give clients your home address or telephone number.
- 6.4 You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.
- 6.4 You must use your knowledge, experience and training to identify and report any health and safety concerns to Janet Westwell.



GLAISYERS
ETL
GLOBAL

Manchester Office:
3 Hardman Street
Manchester M3 3HF
T: 0161 832 4666

Liverpool Office:
The Plaza
100 Old Hall St
Liverpool L3 9QJ
T: 0151 332 3555

hello@glaisyers.com
www.glaisyers.com