**Homeworking Policy**

**Introduction**

We promote flexible working for all staff and will agree to you working partly or wholly from home where appropriate. While homeworking is categorised as a type of flexible working, you should not assume that other aspects of flexible working (such as amended hours) are automatically part of a homeworking arrangement. For the purpose of this Policy,’ Homeworking’ is when you will spend 100% of your contracted hours working at home or occasionally visiting sites for team meetings or training. It does not cover occasional working from home on an ad hoc basis, as agreed with your line manager. Nor does it cover remote or field-based working where home is your start point.

**Visits to Your Employer's Premises**

If you are a Homeworker, you are required, on request, to attend the workplace for purposes such as training, performance assessment and team briefings, and the dates and times of such visits will be agreed upon in advance.

**Visits to Your Home**

We reserve the right to visit your home at agreed times for work-related purposes, including health and safety matters. It is a condition of any homeworking agreement that you agree to such visits, which will be to deliver and collect work;

* performance monitoring and feedback;
* general discussions about work-related matters;
* ensuring health, safety, and security; and/or
* any other work-related purposes that we consider appropriate.

**Contact Whilst Homeworking**

We will ensure regular dialogue with you while Homeworking to ensure you feel included and part of the team. You should be regularly contactable by your Line Manager during business hours. Communication is strongly encouraged to safeguard the well-being of all employees.

**Equipment and Materials**

We will provide and maintain all equipment and materials necessary for you to work from home. You must ensure that proper care is taken of such equipment and materials. Any company equipment and material provided will be detailed in your employment contract.

On termination of your employment for any reason, we reserve the right to visit your home at an agreed time and retrieve all/any equipment, furniture, materials, and documents belonging to them.

**Mobile Phone**

We will pay all charges on any mobile phone we provide, with the proviso that it must be used only for work-related purposes.

**Stationery and Postage**

You should obtain receipts for any stationery purchased and any items posted during your work and reclaim such costs once a month using our expenses claim procedure.

**Security**

You must not allow members of your family or third parties to access or use our equipment.

If you work from home, you are responsible for keeping all documents and information associated with our 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 under lock and key at all times except when in use, and
* use a unique password for the computer and any other digital devices.
* Further, the computer and other equipment provided by us must be used for work-related purposes only and must not be used by any other member of the family or third party at any time or for any purpose.

**Health and Safety Issues**

We are legally obliged to ensure the health and safety of homeworkers in the same way as office-based staff. We are therefore required to ensure that:

* all equipment is safe;
* all articles and substances are handled and stored safely;
* an assessment of your workstation is conducted;
* information and training on the safe use of equipment, including display screen equipment, is provided; and
* your business H&S officer carries out relevant risk assessments.

You must ensure, insofar as is reasonably practicable, that they work safely and follow all health and safety instructions issued by us from time to time.

**Insurance**

As a homeworker, you are responsible for checking that all home and contents insurance policies provide adequate coverage because you work from home. Your Employer will cover any extra premium incurred upon submission of the appropriate documentation.

**Mortgage or Rental Agreements**

You are responsible for checking applicable mortgage or rental agreements to ensure you can work from home and for obtaining any permissions necessary to work from home.

**Requests to Work from Home**

If you wish to work from home, you should make the request under our flexible working policy. Our policy is to view such requests in a positive light and will, whenever possible and practicable, agree to the request. Individual requests for homeworking will depend on whether or not your work can be done from home effectively. We cannot agree to all requests because every job is different, and every employee is different.

The following will be considered for Homeworking;

**Is the job holder eligible? -** We will set out who will be eligible, for example:

* Those requesting it as a reasonable adjustment.
* Those making a flexible working request
* Those who have completed a certain length of service or satisfactorily completed their training and achieved satisfactory in their last annual performance review.

**Is the role suitable for working from home?** – We will set the factors for assessing whether the role can be done just as well away from the business base by someone working on their own

**Is the home suitable?** - Homeworkers need a safe and reasonable space, security, and privacy to work, and an internet connection can support work systems for office-type tasks.

**Personal Qualities?** - If requesting to work from home, you should consider whether or not you have the necessary organisational and time-management skills, the ability to work without direct supervision; and can cope with the potentially conflicting demands of work and family.