

Working From Home Policy

Policy Statement

We recognize the potential benefits that flexible working arrangements (“Working from Home”) will have for some employees and we would like to support this where it can be demonstrated to provide benefits both to [Company Name] and the individual.

[Company Name] considers Working from Home to be a viable and flexible option when both the employee and the job are a match for the arrangement.

The Work from Home Policy, along with the below Procedures outlines areas where Working from Home may be appropriate, as this may not be an appropriate arrangement for all employees and jobs. In general, Working from Home will be considered where it has been clearly identified that one or more of the following apply:

- The arrangement would enhance or maintain the employee’s personal productivity;
- The employee’s role is one that can be done remotely in an effective way;
- There is a demonstrable benefit to [Company Name];
- The employee’s team is not disadvantaged if the employee is not present at the office;
- There are no significant security or data privacy concerns;
- The employee’s infrastructure / internet speed is suitable to complete their work;
- The employee’s home office is safe, and complies with guidelines;
- There is a health and safety issue/s associated with working in the office.

Conditions Governing Working from Home

Working from Home can be temporary or informal or a formal, fixed schedule of working away from the office. Either an employee or a supervisor can suggest Working from Home as a possible working arrangement. Final approval of Working from Home is at the discretion of the employee’s Supervisor. All Working from Home arrangements will begin on a trial basis for the first 90 days and can be discontinued at any time by either the employee or the organization. The arrangement will be reviewed and evaluated yearly.

Eligibility

Individuals requesting a Working from Home arrangement must be employed with [Company Name] for a minimum of 30 days. The employee and the supervisor, with input from management and from the human resources team, will evaluate the arrangement, specifically reviewing the following areas:

- Job Responsibilities – The employee and the supervisor are responsible for outlining job responsibilities, job changes, and working habits of the employee to create a successful Working from Home arrangement.
- Equipment & Location – The employee is to have a designated workplace and may be issued proper, needed equipment on a case-by-case basis, using input from both the employee and the supervisor.

The Working from Home arrangement necessitates that communication between the employee and supervisor continue normally based on the job responsibilities and work-related projects.

If the employee and supervisor agree on a Working from Home arrangement, they will decide upon an appropriate start date for the arrangement and the trial period will begin.

Workplace Health & Safety

We have a duty of care to our employees to ensure they safety, additionally we expect that:

- The employee is confident that Working from Home follows our team's ergonomic standards, and
- The employee Working from Home is aware of and takes seriously the commitment to maintain a safe working environment

All safety policies which apply at the [CompanyName] workplace shall, as far as practicable, apply to working from home.

The employee is responsible for all costs associated with WHS compliance, unless requested to work from home by [CompanyName].

The employee agrees that [CompanyName] is not liable for the safety or health of the employee, or any third party, who is injured in the work from home environment.

Hours of Work

Hours / Days of work are to be agreed in advance.

Communication

The employee agrees to be contactable and available for communication with [CompanyName] during the periods in which working from home is carried out.

Equipment

- [CompanyName] believes the individual is to set up their workplace with appropriate equipment. They may borrow or loan items on a case by case agreement.

- Equipment and software belonging to [CompanyName] will be solely used for the purposes of performing Working from Home duties for [CompanyName]. All equipment owned by [CompanyName] will remain the property of [CompanyName].

Security of Assets and Information

- Security of information shall be as per [CompanyName's] office-based employment contract.
- It is agreed that the employee shall take all reasonable precautions necessary to keep [CompanyName] equipment and data secure.

Duration of Working from Home Agreements

The term of an agreement will generally be a period no longer than six months in the first instance, after which time it will be reviewed.

Ad Hoc Work from Home Arrangements

[Company Name] understands the need to allow employees Work from Home for singular events or circumstances such as inclement weather, business-related travel or to care for a dependent(s).

These arrangements will be reviewed on a case-by-case basis and with no expectation that they may be ongoing. Other short-term arrangements will be considered for employees on an as-needed basis.

Employee Name:	
Agreed WFH Hours / Days:	
Commencement Date:	
End Date:	
Employee Signature:	
Supervisor Name:	
Supervisor Signature:	
Date:	