



## Working from Home Policy

This policy sets out guidelines for when home working is considered appropriate by Friends of X112, and the conditions, including health and safety arrangements, which apply.

### **Regular working from home**

No staff\* will be allowed to work from home on a permanent regular basis.

### **Occasional working from home**

The permission of the line manager must be obtained for staff to work at home and maybe requested in the following circumstances:

- To provide a solution to temporary difficulties with travelling to the office e.g. public transport disruption, exceptional weather conditions, a domestic emergency, or an injury or physical condition which does not preclude working but affects travel to work.
- Where working at home for part of the day is a cost effective response to other job requirements e.g. when making a visit which is closer to home than the office.
- To allow the opportunity to work without interruptions on a particular task where concentration for an extended period of time is important.

In these circumstances, there is no automatic right to work at home. It should be the exception rather than the norm, and permission from line managers should be sought in advance on each separate occasion. Line managers may turn down requests for operational or practical reasons, or where, for example, no work is available which could be undertaken at home.

### **Equipment and facilities**

No additional equipment or facilities will be provided for employees working at home.

### **Health and safety**

Employees working at home, even if only occasionally, have the same duties under the Health and Safety at Work Act as if they were working in the office; they must take reasonable care of their own health and safety and that of anyone else who might be affected and follow health and safety instructions issued by the company, including those relating to the use of Display Screen Equipment.

### **Travelling expenses**

Travelling expenses between home and office will not be reimbursed. Travelling expenses to other locations will be reimbursed in accordance with normal company policies.

### **Other expenses**

By agreement with the line manager telephone call costs incurred whilst working at home will be reimbursed on production of an itemised statement. Printing of documents etc. should be completed at work, and can be done remotely, as there will be no reimbursement for cartridges or paper.

### **Insurance**

The insurance of employees at the place of work will be operative in home working only if in the event of an accident it can be clearly demonstrated that there are no health and safety risks such as slippery floors, loose mats, trailing leads, etc. Any employee working at home must have signed a copy of the appended declaration which will be kept on file.

### **Security**

Employees working at home must ensure that confidentiality of information is observed.

### **Communication**

Employees working at home are expected to be available during agreed working hours to receive and respond to telephone calls and emails.

### **Working environment**

Staff working at home should separate domestic and work activities as far as practicably possible. Individuals with caring responsibilities are required to demonstrate that they have care arrangements in place during their normal working hours which will enable them to undertake their work without undue distraction/interruptions.

### **Working hours**

Employees working at home are responsible for monitoring their own working hours, and where the normal hours are not completed the balance should be recorded against TOIL.

\*This refers to paid staff and volunteers

**Review date: 31/7/2020**

## **Working at home declaration**

Name:

I confirm that the environment at home in which I will carry out work associated with my employment by Friends of X112 will be kept safe and free from hazards. Should I suffer an accident which could be attributable to a hazardous environment I understand that the employee insurance will not be valid and that Friends of X112 will carry no liability.

Signed:

Date: