

## Temporary Homeworking Policy

In response to the current Coronavirus pandemic crisis and Government guidance, our employees may find themselves needing to work from home. At this stage, we are unable to determine how long homeworking may be necessary.

To assist at this unusual time, we have set out a basic temporary homeworking policy. This policy may be updated or replaced in accordance with changing times and guidelines. This will not become an ongoing expectation of our employees.

Teams are to discuss cover arrangements to keep operating as normally as possible under the circumstances.

It does not form part of your contract of employment with us or a permanent variation to your place of work. All other guidelines, policies and procedures will continue to apply in the normal way.

### **What is temporary homeworking policy?**

Temporary homeworking means working from home in response to unusual or unexpected circumstances, such as the Coronavirus situation.

Homeworking does not entitle you to choose when and how you work. It simply means you are temporarily doing your job at home to the expected standard, while we all deal with the situation we find ourselves in.

Your contractual obligations, including your core working hours, continue to apply. Any changes or variation in working hours or patterns would need to be agreed between us. We encourage open conversation at this difficult time in order to support each other and the business.

### **What do we need to consider when working from home?**

When working from home, you are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.

We want you to remain as involved as possible in our business and our activities while you are working from home. Please let us know what you think might help in these circumstances.

We will keep in regular contact with you during your homeworking via phone, email and video conferencing. This may include daily team calls, call arounds, 1-2-1s etc.

If you at any point feel isolated, left out, or lacking guidance or support you should discuss this with your manager immediately. It is very important that you discuss any concerns.

If you cannot work because of illness or injury, you must follow the normal sickness absence procedures.

All business property and equipment used while homeworking remains the property of the business and can be recalled by the business at any time.

## Your home environment for working from home

These are unprecedented times, whilst we encourage people to try to have uninterrupted workspaces, we appreciate that this is an evolving picture. If you are concerned about disruptions when having to work from home, please discuss this with your manager.

Where an IT or other problem prevents you from working effectively from home, you should contact [your manager] [ROLE] straightaway. We may need you to come into work until the issue has been resolved.

Consider what will help you to do your job effectively from home. Things like:

- the ability to work independently;
- self-motivation;
- self-discipline;
- good time management;
- take proper breaks away from work during the day;
- the ability, through remote technology, to access materials you will need and speak with people you'll need to speak with;
- being able to separate work life and home life – turn off at the end of the day;
- internet connection.

Consider your workspace. Things like:

- find a separate place to work if possible to encourage some separation between home and work activities;
- ensure you have enough light & avoid screen glare to minimise eye strain;
- sit comfortably with feet reaching the floor & something to support your arms;
- try supporting the lumbar region of your back;
- keep your screen high enough to minimize head tilt;
- stretch regularly & use breaks to stand up, walk around, do some sit ups or squats
- mindfulness.

If you need to go into the workplace, discuss the measures in place to support you to do this and the timings with your manager.

We may need to access your home to set up the homeworking and to carry out risk assessments, checks, and repairs to our equipment.

## Health and safety considerations

We are in unprecedented times, however, your home environment must be suitable for homeworking. If you have any concerns about the suitability of your home environment for homeworking, please speak to your manager immediately.

If you have any immediate concerns regarding the health and safety of working from your home, please advise your manager who will work through options with you. Please note that if this situation

continues, we may carry out periodic health and safety risk assessments of your homeworking, as well as maintenance checks and electrical testing.

You have a responsibility to take reasonable care. If you have any health and safety concerns, or if an accident or incident takes place, you must immediately report this to [NAME].

You should ensure that you have a telephone or mobile phone at your disposal whilst working from home in case of issue or concern. Please ensure that the business has the most up to date contact information for you and for your next of kin.

We will not cover the cost of consumables whilst working from home.

Please continue to adhere to Government guidelines in terms of Coronavirus. If you are unsure about any aspect of this, contact your manager or review the NHS guidelines.

### **Security, IT, confidentiality and data protection**

You must adhere to all normal security, IT, confidentiality and data protection arrangements and guidelines in place.

All concerns relating to these matters or any other concerns should be escalated to your manager.

If you are using a home computer, please liaise with IT or your manager to ensure the necessary security and data protection measures are in place.

The equipment provided by us will be insured through our insurance policies while in suitable secured business premises. It is the responsibility of the employee to ensure they inform their insurers and that their home insurance adequately covers the temporary working at home arrangement

Employees will be advised not to release their home address and non-work telephone number to non-members of staff. They should also not meet clients, suppliers or third-party providers at home.

### **Team**

We are a team, wherever we are located and however we are working. At work, you're usually connecting with a variety of people daily, so do your best to communicate with each other by telephone or video conferencing resources whilst at home. Ensure you make time to check in on how each of you are doing, as well as what you're working on. It can help to talk to feel more connected.

We may need to think outside the box to achieve our normal day to day activities and responsibilities.

If you need additional support in your role or for your general wellbeing, please raise this with a team member or your manager.

*We hope to all be back together soon!*

### **Breach of this policy**

Whilst we know everyone is pulling together at this time . Please be reminded that any breach of this policy or abuse the homeworking situation may result in disciplinary action up to and including dismissal. Any employee suspected of committing a breach of this policy will be required to co-operate with our investigation.

*Disclaimer: Please note that this is a free resource and is not business specific. Please consider it carefully before issuing within your business. We take no responsibility nor accept liability for any issues or claims arising from it.*