

WORKING FROM HOME POLICY

This policy aims to provide parameters for approving and managing working at home to ensure the suitability, effectiveness and the work health and safety (WHS) of employees utilising this flexible work option.

We recognise the potential benefits of providing flexible working arrangements that will assist employees with balancing the demands of work with their family, health and/or personal responsibilities. Approval may be given for an employee to work from home where it has been clearly identified that one or more of the following apply:

- The arrangement would enhance or maintain productivity
- There is a benefit to the company
- There would be no significant additional expenses incurred
- Working from home is an approved condition of employment
- There are valid public health, personal or family reasons

Approval of working from home is at the discretion of the Manager. Approval to work from home on a regular or ad hoc basis is subject to operational requirements and efficiency, productivity and cost considerations in accommodating the request, along with considerations of the employee's personal circumstances. The application for working from home will be formalised by the completion of **Working from home agreement** form. When assessing requests for home working arrangements, factors that may be relevant include:

- the effect on the workplace, other employees and the business should the request be approved
- whether the home based work area complies with applicable WHS requirements
- the financial impact of approving the request, including the impact on efficiency, productivity and customer service
- the ability of the employee to meet the requirements of their job if the request was approved
- the practicality or otherwise of the arrangements that may need to be put in place to accommodate the employee's request
- the nature of the work being done and whether that work can be done from home
- the ability of the requesting employee to self-manage their work and performance as a home based worker
- the ability of the manager to remotely manage the employee working from home
- psychosocial considerations such as impact on team cohesion, and the effect of separation from the team on individuals
- Other matters based on individual circumstances and operational requirements

A specific work space must be defined and designated at the employee's home and that workspace must be assessed in accordance with the *WHS inspection checklist* by the employee and/or a company representative. The designated work space may include amenities, including toilet and eating area.

A **Working from home agreement** must be entered into between the employee and their Manager will detail

- the requirements of the job being performed at home
- agreed contact times and hours
- reporting mechanisms and requirements such as frequency and content
- any exclusions or requirements to attend the workplace

An employee will not be directed to work from home. Work from home arrangements will only occur by agreement between the employee and their Manager. The Manager or the employee can terminate a working from home agreement at any time without notice.

Employee acknowledgement

Employee name	Signature	Date

This working from home policy has been prepared for Masula Compliance clients to assist with the mitigation of the risks associated with staff working from home. This agreement has been developed as a resource to develop your own policy. You must consider your own operation, circumstances and potential for exposure to COVID-19.