

## Definition

Home working consists of working at home rather than your normal place of work which may involve using IT systems to perform work and to allow employees to remain in regular contact with management and other employees. Employees may be required to work at home following their agreed working pattern such as full time contractual hours, part time or temporary.

Not all works employees carry out will be suitable for home working such as training and site visits however each task will be based on its own merits. ABCA will ensure that home working arrangements do not have an adverse effect on any particular group of employees during this time.

## Expectations of Employees whilst carrying out home working

Employees at all times should be able to demonstrate that they can;

- Work independently and on their own initiative when required.
- Motivate themselves.
- Complete projects within set deadlines, and raise concerns to management if they feel as though they cannot achieve this.
- Manage workload effectively
- Cope well under any new pressure posed by working at home.
- Adjust to new work practices
- Maintain contact at all times.

Management at all times will ensure;

- Managers will ensure that works are monitored for employees working at home.
- Home workers have access to communications, learning and development and other forms of communications.
- Set out clear work objectives for employees working at home.

## Arranging to work from home

Consideration will be given to the suitability of the proposed location. The location has to be adequate to comply with Health and Safety Legislation. The employee ideally should have a separate area set aside for home working which is suitable to complete the works effectively.

## Costs

The cost of home working will vary from person to person. Costs associated with home working may involve the purchasing of equipment such as networking information and work stations. Management are to approve all costs prior to employees purchasing additional equipment.

Employees are to note that there will be no heating and lighting allowance paid to the employee whilst they are working from home.

If a business case for permanent home working is agreed the company will consider allowances on a base by base case.

## **1.1 Equipment**

Equipment required to enable employees to work effectively from home will be provided by ABCA such as PC, Mobile Phone, Stationary desk and chair. The equipment will remain the property of ABCA, the equipment required will vary from case to case and management will arrange for all suitable equipment to be transferred to the employee's home.

Where equipment has been provided the employee must;

- Take reasonable care of it
- Use it only for official purposes
- Use it in accordance of any operating instructions
- Return to the employer upon request
- Use it in accordance with existing policies.

## **Communication**

It is essential that good communication is maintained at all times between the employee and the employer. ABCA will inform all employees of meetings, training and other events they are expected to attend where necessary and ensure that employees are kept up to date with information relevant to their work.

## **Reporting of accidents and near misses**

Employees are to ensure that any accident or near miss that have occurred during working hours is reported to the management team immediately, ABCA will then follow up with an investigation to ensure workers remain safe whilst working away from the office.

Employees have a significant duty upon them to look after their own safety whilst working from home, whilst ABCA must give you the tools and skills to do so.

## **Meetings**

Employees must not meet with clients in their own home for work purposes; all meetings must take place within the office / public area, or alternatively over Zoom, teams or conference calls.

## **Work Stations**

Employees using a computer to carry out work from home must complete display screen equipment self-audit, if any issues arise following the self-audit this must be reported to ABCA immediately.