# 

Working from home policy

[insert date here]

# Version history

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** | **Date** | **Version number** | **Notes** |
| [insert name here] | [insert date here] | v1 | Original document |
|  |  |  |  |
|  |  |  |  |

# Contents

[Purpose of the policy 3](#_Toc47683494)

[Policy 3](#_Toc47683495)

[Eligibility 3](#_Toc47683496)

[Arrangement 3](#_Toc47683497)

[Facilities 3](#_Toc47683498)

[Equipment 4](#_Toc47683499)

[Security 4](#_Toc47683500)

[Communication 4](#_Toc47683501)

[Compensation 4](#_Toc47683502)

[Best practice checklist 5](#_Toc47683503)

# Purpose of the policy

This policy document contains the terms and conditions for working from home with [insert your business name here]. Working from home is an arrangement that allows employees to perform their usual role and responsibilities at their home instead of at their normal work location.

# Policy

## Eligibility

An employee may be eligible to work from home if it can be presumed that their duties can be performed upon determining the following:

1. ***Can the employee demonstrate reliability and initiative?*** To effectively work from home, the employee should demonstrate strong initiative in maintaining communication and engagement with their team and stakeholders.
2. ***Does the role require in-person interaction?*** Employees whose roles generally involve face-to-face interaction with clients and/or their team may not be eligible to perform their duties from home.
3. ***Does the role involve in-person assessment of physical materials?*** Employees whose roles generally involve these tasks may not be eligible to work from home.
4. ***Does the role require a high degree of supervision?*** Employees whose roles or ability to perform their duties rely heavily on supervision or guidance may not be eligible to work from home.
5. ***Does the role require regular or in-person coaching, training and/or supervision of others?*** Employees whose roles generally involve these tasks may not be eligible to work from home.

## Arrangement

Working from home arrangements should be mutually agreed upon by employees and managers. Working from home options can only be one of the following unless a combination has been approved:

1. **Predetermined routine:** An arrangement whereby the employee has a fixed day(s) working from home (e.g. every Wednesdays).
2. **Project-based:** An arrangement whereby the employee is working from home for a duration (e.g. daily for the next 2 weeks) to complete a project or series of tasks.
3. **Ad-hoc:** An employee must request to work from home at least 48 hours in advance.

## Facilities

Employees are to ensure the availability and reliability of the facilities at their home to successfully perform their duties. [Insert business name] will work with employees to ensure workspaces comply with WH&S standards.

The minimum expected facilities to ensure the employee can effectively work from home include:

1. **Workstation:** Ample desk space, seating and good lighting.
2. **Power and connectivity:** Electricity and stable internet connection available during the days and hours of working from home.
3. **General implements:** Common stationery and utensils such as pens and paper should be readily available.
4. **Noise-free:** Indoor or outdoor noise that cannot be controlled such as from loud traffic or construction should not be present.

## Equipment

Employees may be provided with relevant equipment, tools or software for working from home, including:

1. [insert example here e.g. laptop]
2. [insert example here e.g. monitor]
3. [insert example here e.g. headset]
4. [insert example here e.g. mobile phone]
5. [insert example here e.g. Skype]
6. [insert example here e.g. special stationery].

Necessary equipment or tools will be provided by [insert your business name here] in good working condition and will remain the property of the company. Employees are responsible for keeping the equipment or tools safe from physical damage.

## Security

The company will ensure that any digital devices (e.g. laptop) will include the necessary digital security measures in place. Employees working from home are expected to:

1. Keep their provided devices password protected
2. Adhere to the company’s data protection standards
3. Refrain from accessing or downloading anything suspicious or illegal.

Employees who encounter or suspect breaches in data or information should report the incident to their managers immediately.

## Communication

Employees working from home should be accessible by phone or internet during work hours, and are expected to check-in or respond to check-ins with their managers.

Where managers have requested work summaries or reports during work from home arrangements, employees are expected to comply in a timely manner.

Where employees are conducting or participating in online meetings while working from home, they are expected to present themselves professionally in suitable attire and demeanour.

If emergencies arise while working from home which prohibit employees from continuing work, they are to contact their managers immediately.

## Compensation

There will be no changes to an employee’s salary for working from home or additional hours incurred unless otherwise arranged. There will be no compensation for the equipment or facilities listed above unless otherwise arranged.

# Best practice checklist

[insert your business name here] has created a checklist for employees to ensure working from home best practice.

* **Create a dedicated workspace:** Have a room or desk you can dedicate as your home-office space. This will ensure your ability to concentrate and have all work-related items within reach as if you were at the office. If you host or attend meetings from home, make sure you are presentable and have control of your environment (e.g. noise, lighting, internet connection).
* **Set boundaries:** Whether it’s distractions from home leisures (e.g. TV) or people (e.g. children or housemates), make sure you establish clear boundaries to make sure you can physically and mentally separate work and home.
* **Keep to a work schedule:** While working from home may not necessarily mean you can stick to the same block of work hours (e.g. 8am to 5pm), you should still make sure you segment your day accordingly to prioritise work and commit to the same amount of total work hours (e.g. 7am to 11am and 1pm 6pm).
* **Stay online and contactable:** Use the tools in place such as online messaging or emails to remain active with your team and easily reachable as you work from home.
* **Be transparent:** Working from home is not the same reason for everyone; it may be a necessity (e.g. health precautions) or a preference (e.g. giving the ability to focus). Whether working from home is working well for you or not, be sure to communicate it with your manager. Let them know if you need help or if there are ways that may help improve the situation.
* **Continue to socialise:** Working from home can be isolating. Whether your team or department is big or small, you should socialise with your team mates as long as it’s not distracting for anyone. Use the communication tools in place and interact with your team as if you were at the office, e.g. having online lunch breaks or checking in on them to help maintain social wellbeing.