



Working From Home

This Working From Home Policy applies to all Employees of the business.

The objective of the policy is to ensure a consistent approach to working from home arrangements.

The requirement is for all staff to comply with Working from Home Policy.

Procedures

- 1) Approval to work from home requires 48 hours notice and must be requested in writing to the Director.
- 2) Working from home is not an automatic right and is agreed based on the needs of the business.
- 3) If working from home is approved employee must be working normal business hours.

Purpose

The purpose of this Working from Home Policy is to ensure that all employees of Sydney Drafting Concepts and Designs are aware of the circumstances where working from home may be appropriate for certain positions and in certain circumstances.

It is important that working from home arrangements are consistent with the needs of Sydney Drafting Concepts and Designs and do not have a negative impact on the delivery of services to clients and do not negatively impact on other colleagues.

Objective

The objectives of this policy are:

- To establish clear guidelines for the circumstances where it is appropriate to work from home.
- To educate and raise awareness among employees about the importance of being present in the office to ensure consistency and culture within the company.
- To ensure compliance with all applicable laws, regulations, and standards related to working from home.
- To provide clarity on the eligibility for working from home.

Definitions

“Working from home” is defined as working away from the office at the employees place of residence.

“Home office” is a designated space for the employee to work while at home.

Policy Requirements

All employees, contractors, and stakeholders of Sydney Drafting Concepts and Designs are required to adhere to the following requirements in relation to Working from Home:

Eligibility Criteria

- Not all employees or positions are suitable for working from home arrangements. Employees may be offered working from home based on suitability and the needs of the business being met.
- Employees who seek to work from home will need to show their suitability.
- Essential criteria for working from home include:
 - Assess to a company laptop.
 - Work is able to be performed remotely.
 - Ability to work independently and autonomously.
 - A safe place to work at home and complete a at home safety checklist.
- Working from home will not be approved for positions/employees that require a high degree of supervision, projects that required team involvement, positions that supervise others, where there is a negative impact on the service to clients.

- Working from home will not be approved on a permanent basis and should only be the exception rather than the rule.
- Working from home is not an automatic entitlement and formal approval needs to be given by the Director for each request to work from home.
- Typically, all employees will be required to attend the workplace offices based in (insert location and days of operation) for the employees agreed working hours.
- Working from home requests need to be made at least 48 hours prior with an explanation as to the reason for the request. Requests may or may not be approved depending on the needs of the business.
- Where approval is provided to work from home the employee will be required to:
 - Provide reports and or proof of work completed as requested.
 - Employee must be contactable during the agreed hours of work via phone and email.
- Employees will need to have a dedicated working from home space which is ergonomically appropriate to carry out work from home.
- Employees are responsible for ensuring a safe working environment whilst working from home. The company may carry out a workplace health and safety inspection or request the employee to complete a safety inspection checklist.
- Employees need to ensure that all access to IT systems are secure and adhere to company information security policies at all times. Employees need to take reasonable steps to ensure to prevent unauthorised access and use of company information, property.
- Employees have an obligation to ensure confidentiality in relation to company and client information while working from home.
- Any accidents or incidents that occur whilst working from home need to be reported immediately to your supervisor and an accident/incident form to be completed.
- Equipment provided by the company remains the property of the company and must only be used for legitimate business use. All company property is to be returned as requested or on termination of employment.
- Employees are required to pay for their own home utilities/expenses as working from home is not the preference for the company.
- Employees need to ensure that they have appropriate insurance such as occupiers insurance and home contents insurance which covers the company property.
- Employees terms and conditions of employment remain the same including hours or work, salary, accruals etc.
- Whilst working from home, it is the expectation that employees who have carers responsibilities for children or family members who require care or support that appropriate care is arranged during the working hours. Working from home should not be in lieu of care, if an employee needs to provide care, then they should take appropriate leave.
- Employees need to effectively communicate with the team and management the days/times they are working from home.

Any breach of the working from-home policy may result in disciplinary action up to and including termination of employment depending on the circumstances.

The Director is responsible for communicating the Working from Home Policy to all persons working for or on behalf of the organisation and making it available to interested parties.