



Home and Remote Working Policy

Contents

Introduction	3
Policy Principles	3
Policy Conditions	3
Home Working Parameters	3
Line Manager's Approval	3
Performance Management	4
Health & Safety	4
Technical Support	4
Costs/Allowances	4
Recording the days of working from home/remotely	4
Confidentiality/GDPR.....	5
Policy Review	5
Appendix 1	5
Electrical Equipment.....	5
Householder checklist:	5
Working with VDU's.....	5
Document Information.....	6
Amendment History	6

Introduction

Home working & remote working is an arrangement where staff members can do work at home or remotely instead of their designated workplace. It is an increasingly popular arrangement in the UK and realising the potential benefits from it, many employers operate it on various conditions.

There are various types of home working and remote working:

- **Contractual** home workers are employees based at home on a regular basis either for all their working week or part of it.
- **Occasional** home workers spend most of their time at their designated workplace but now and then may work from home, normally to perform a specific non-routine task that requires a high level of concentration with minimum interruptions. It can also be used in specific circumstances where an employee cannot get to their workplace but could still do the work (for instance an injury or bad weather). It is up to the employer to set parameters for occasional home working and determine each request on its own merit, this would be discussed with your line manager for authorising. This type of arrangement does not require contractual change and it can be withdrawn at any time.
- **Mandatory** home working arrangement may be put into place by the employer, if the designated workplace is unsafe and working safely from home is a means of the organisation operating safely and to ensure safety and wellbeing of workplace employees. This would require prior discussion with employee and any concerns should be immediately raised by employee.
- **Remote** working is something that the leadership team within the organisation may have to do at times, to meet with staff and people we support. Employees should ensure that they are safe and update electronic diary with the details of where they are working. Employee should only log on to a secure Wi-Fi network with the organisational computer or any other organisational device with Wi-Fi option, as this will minimise risk to Fair Deal's system and eliminate a breach of GDPR.

Policy Principles

Fair Deal's Home Working Policy aims to:

- Benefit the organisation from creative solutions, ideas and projects by giving staff the opportunity to do these at home or remotely (where deemed necessary), without interruptions.
- Not to compromise the usual level of service offered to the people we support.
- Set out the parameters to ensure the above conditions are met safely and following the organisational confidentiality and GDPR requirements.

Policy Conditions

Home Working Parameters

For occasional home working this would be discussed with your line manager prior to working from home. Remote working should be reflected in electronic diary and have a organisational benefit or reason.

Line Manager's Approval

Home working must be individually discussed with the employee's line manager, who will assess each request against the rules set out by this policy. Organisation pressures will also be assessed when considering an employee's request.

Performance Management

Working from home or remotely presents a particular challenge to normal management controls but the risk of potential abuse can still be managed. The manager will therefore agree with the employee the outcomes of work to be produced at home or remotely and expect those to be delivered. As long as it brings the desired benefits to the organisation, it would not matter how many hours or at what time of the day the work is done.

Breaches of the policy will lead to the home working arrangement being withdrawn from the employee and potential formal disciplinary action. A review of the policy may also be carried out.

Health & Safety

The health and safety assessment will be carried out according to Fair Deal's health and safety checklist (Appendix 1), which covers VDU risks and general precautions for householder electrical safety. Domestic electrical supply configurations are out with the control of the employer and are the responsibility of the staff member as home-owner/tenant. It is employee's responsibility to ensure when working remotely that the environment and any electrical safety is safe to use prior to working in the space identified. Staff will be asked to perform their own assessment and deem their home working environment or remote environment is safe. The employees will be expected to report any changes that may affect the arrangements in the future (in which case another assessment may be necessary). Any accident/incident/near miss occurring during homeworking or remote working must be reported with any delay to the HSA, who will deal with the situation as appropriate.

At the beginning of each week office-based staff who utilise remote working should mark clearly in the electronic shared outlook calendar their intended base for each day e.g home/office/service (include initial of service).

Technical Support

Fair Deal's IT infrastructure can support this concept and gives employees remote access to calendars, e-mails, and documents. Staff who ask their manager's approval to work from home or remotely on a particular piece of work would be expected to have all the required documents, materials and Wi-Fi in place (if this is a mandatory arrangement set by the organisation, and materials, documents and Wi-Fi causes any issue or any level of disruption to working from home or remotely, the employee should raise this immediately with their line manager). Fair Deal does not commit to provide the installation of equipment and/or software to allow people to work from home (unless this is a mandatory arrangement, then discussion would be held with employee to rectify any barriers).

Technical support will be available from the IT service (Data Technical) when employees are working from home and in some instances when working remotely.

Costs/Allowances

No allowance for paper/ink/subsistence/internet service/wear and tear on equipment will be considered or paid. It is considered that the saving in time and money getting to/from work is a reasonable notional offset to any personal cost of working from home.

Staff members working remotely to meet the needs of the organisation, would have to link with line manager regarding any cost outgoings and agree any reimbursement prior.

Recording the days of working from home/remotely

A record must be kept of all days worked from home/remotely.

Confidentiality/GDPR

When working from home and or remotely, it is the employee's responsibility to protect and reserve confidentiality of any Fair Deal's information. When working from home, staff should consider the level of information they require to access or discuss via telephone and should find a private area to discuss. If employee cannot be sure the information they will discuss or access will be strictly confidential, then this must not be discussed until safe and appropriate to do so.

Employee should ensure when working remotely about the sensitivity of the meeting or information they will access and deem if working remotely is protecting confidential information (especially within a public area).

Please refer to Fair Deal's GDPR & Confidentiality Policy.

Policy Review

Fair Deal reserves the right to withdraw the home working arrangement for organisation reasons at any time, with immediate effect.

Appendix 1

Fair Deal's health & safety checklist for employees working from home. This list is not exhaustive and should be used in conjunction with section 3.20 of the Health and Safety Manual.

Electrical Equipment

The safety and maintenance of the domestic electrical supply/installation is the responsibility of the householder. Fair Deal will only take maintenance responsibility for any equipment it directly supplies.

Householder checklist:

- Ensure electrical equipment is turned off when not in use and before performing any checks
- Check plugs are not damaged
- Check domestic electrical supply is suitable for the equipment in use
- Check plugs are properly wired and that the outer cable covering is gripped at the point it enters the plug or equipment
- Check outer covers of equipment are sound and have no loose parts or missing screws
- Check all leads and cables routinely against damage to the outer covers
- Check for burn marks or other signs of overheating
- Repair any electrical equipment with potential to harm
- Check and secure all trailing wires – the best way is to use power outlets nearest to the equipment. Where this is not possible tuck trailing wires securely under desks etc and out of normal walkways
- Do not have young children unsupervised in any area where you are using electrical equipment

Working with VDU's

Standard Fair Deal Self-Assessment form from the Health & Safety Manual must be completed when the type of homeworking is contractual or mandatory. The HSA will arrange for these to be completed and will take appropriate action where required.

Document Information

Document Ref:	Home and Remote Working Policy
Version:	3
Date of Version:	17/08/2022
Created By:	Ryan McCrory
Approved By:	Fiona Dunwoodie
Confidentiality:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
19/06/2020	1	Chloe Savage	Versioned. Logo, page numbers and content page added
19/06/2020	2	Ryan McCrory	Initial Release
17/08/2022	3	Fiona Dunwoodie	Inclusion of electronic calendar requirements