
Working from Home Policy Template

This generic template is provided at no charge by Perks People Solutions to support businesses meet some of the workplace challenges surrounding COVID-19.

A more comprehensive toolkit is available for purchase through Perks People Solutions, including:

1. Handbook Guidelines on:
 - Work Health & Safety (WHS)
 - Managing Employee Entitlements
 - Scaling Down, Stand Downs & Redundancies
 - Managing Employee Wellbeing
2. Usable Templates for:
 - Infectious & Communicable Disease Policy
 - Working from Home Checklist
 - Privacy and Confidentiality Agreement
 - Application for Paid Annual Leave in Advance
3. 30-minute tailored HR consultation addressing your specific questions (by phone, email or video conference)

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Scope

This policy applies to all employees of
Unless specified otherwise, employees referred to in this policy mean permanent and fixed term, full-time or part-time employees of
The policy must be read in conjunction with relevant legislation, the National Employment Standards (NES) and any relevant Award.

Aim

The aim of this policy is to ensure all employees at
are aware of the guidelines around working from home.

It is important that working from home arrangements are consistent with the needs of
and do not adversely affect other employees.

Policy

The below provides employees with flexibility of working from home, if approved by their Line Manager.

One-off work from home does not require formal application although prior approval must be obtained from the Line Manager.

Eligibility

Not all employees' or all positions are suited to working from home arrangements. For this reason, employees will be offered working from home on the basis of their suitability.

Employees who apply to work from home should be prepared to show their suitability.

The essential criteria for working from home includes (but is not limited to) the following:

- Possession of computer literacy;
- The presence of the skills, ability and knowledge to work autonomously; and
- The work is able to be performed off-site;
- An appropriate and safe workspace at home.

Working from home will generally not be considered suitable for the following types of positions:

- Work that requires a high degree of supervision or monitoring;
- Positions that carry responsibilities for training or supervising others; or
- Projects that involve a large amount of teamwork and daily face-to-face contact with other employees;
- Positions where the employee has little control over the flow of work.

Other factors relevant to eligibility

An employee must be able to demonstrate that:

- Efficiency will be maintained or increased as a result of the arrangement;
- The level of customer/client service will be maintained or increased;
- The productivity of an employee's team or work group must not be adversely affected;
- Home commitments will not detract from the performance of the work.

Working from Home is Not an Entitlement

Employees should be aware that working from home is not a formal employee benefit or entitlement and that maintains at all times the right to terminate a working from home arrangement.

Conditions of Working from Home

The following conditions apply to employees' who work from home:

- The employee must provide work reports and attendance records as proof of work completed.
- The employee is to be contactable during their agreed hours of work.
- retains the right of access to the employee at home.

Subject to prior agreement, on-site visits or inspections by may be made for work-related matters, such as supervision, collection and delivery of work, equipment maintenance, security or workplace health and safety assessment, and retrieval of equipment.

Requirements for Working from Home

Home office

Employees' must designate a space for working while they are at home. This space could be a particular room (for example, a study) or a particular area of a room. The home office should have a desk and sufficient space to perform work. Employees' should not work in any area of their home, other than the home office.

Terms and Conditions of Engagement when Working from Home

An employee's terms and conditions of engagement remain the same when working from home. This includes hours of work (including any expectations in relation to overtime), remuneration and, in the case of an employee, leave entitlements/accruals. An employee is required to perform their work duties effectively and efficiently, as if they were working in the office. Contracting out or delegating work duties to others without the express written permission of their Manager is strictly prohibited.

Employees undertaking work from home are required to follow the same processes for notifying of absences (e.g. sick leave, carer's leave) as if they were working in the office.

Children or Other Family Members at Home

If an employee has children at home or other family members who require care or support while the employee works from home, appropriate care for them must be arranged during working hours. Working from home is not a replacement for childcare or other care. If a family member requires an employee's care or support due to their illness or injury, then an appropriate form of leave, for example carers' leave should be taken, rather than working from home.

In some circumstances it may be acceptable to work from home while a family member or a household member is present. For example, if a child is old enough to require minimal supervision. In these circumstances, an employee must obtain prior written approval from their Line Manager.

When a Working from Home Arrangement is Terminated or Ends

If an employee is not happy with the working from home arrangement for whatever reason, management should be informed as soon as possible.

The arrangement may be reviewed to address concerns or terminated where appropriate.

Working from home arrangements will be reviewed on a regular basis to ensure they are operating effectively, meet the requirements of the business and do not adversely affect other workplace participants.

If an employee does not want to continue the working from home arrangement for whatever reason, it may review or terminate the arrangement at any time. Management does not require an employee's agreement to terminate a working from home arrangement. If management terminates a working from home arrangement, the employee will be given at least 24 hours' notice.

If an employee working from home arrangement is terminated or ends for any reason (including at the end of a trial period) they must return all company equipment within 14 days. Further, the employee must do all things necessary to immediately cancel the separate telephone line (if any).

Breach of Working from Home Policy

When working from home, an employee must comply with the terms and conditions contained in this policy. Employees will be required to enter into a formal working from home agreement with management recording the specifics of the working from home arrangement.

In the case of employees who are found to have breached this policy, they may be subjected to disciplinary action in accordance with relevant company policies. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.