**Working from Home Policy**

**Purpose and objective**

The Company aims to protect the health, safety and welfare of all employees in the workplace and this applies to employees who work from home. We understand that home-based work provides working arrangements for staff to assist in balancing the demands of work and family/personal life. We recognise that promoting flexible working arrangements has mutual benefits in the appropriate circumstances.

This policy was developed to ensure that the employees of the Company are aware the policy and procedures in applying for such arrangement. The availabilities of this arrangement are subjected to individual circumstances, operational requirement and other limitations. All requests will be assessed on a case by case basis.

**Scope**

This policy applies to all employees of the Company including contractors.

**Approval to Work from Home**

The opportunity to work from home is not an entitlement or a right and will only occur by formal agreement between the Company and the employee.

Any request for regular working from home arrangements will need to be made to

[delete as applicable]

* Employee to discuss with their manager or the HR personnel their intention to apply for Working from Home arrangement
* Jointly draft an intention to apply and put it in writing
* Lodge this application with the HR manager or the Company Director for consideration
* The processing time take around 14 working days
* The relevant HR manager or Company Director may interview you before deciding on your application
* OR [insert internal process of the Company].

Factors that will be considered before approving a Working from Home application include –

* The employee’s duties and whether they can be completed through working from home
* The proposed working environment and whether it is healthy and safe and conforms to the relevant Workplace Health and Safety standards. This will normally require an independent assessment of the working environment at home
* The potential financial and operational impacts on the Company
* The equipment that will be necessary to ensure that the employee can safely perform work from home. The Company shouldn’t be expected to be responsible other than for minor or incidental additional expenditure in order to allow an employee to work from home
* The employee has sufficient information, experience and training to undertake work safely and with minimum assistance and direction
* The intended hours of work, rest breaks and communication procedures, and
* The ability of management to remotely manage employee working from home.

If an application for Working from Home is rejected, the Company will advise the applicant in writing with reasons for the failed application.

**Working from Home Arrangements**

If your application to perform work from home is approved, a number of things must be put in place, including –

* Your Working from Home arrangements will be set down in writing and in consultation with your manager
* Your workspace at home will be inspected by an ergonomic consultant to ensure the workspace is safe,
* The equipment necessary to carry out work from home is made available to the employee, including equipment to perform the job and any WHS requirements.

If you wish to discontinue or change the working from home arrangements, you must contact your manager to discuss.

**Responsibilities of the employee**

* Take responsibility for delivering their own workload as agreed between them and the Company
* Report any workplace incidents, injuries or illnesses that occur while they work from home
* Report any potential hazards that may exist while they work from home
* Actively participate in review and continuous improvement of working from home arrangements.

**Workers Compensation**

Workers’ compensation provisions apply to all employees that are injured during the course of their employment. This in many situations extends to employees that are performing work from home. The standard sources of evidence such as reporting processes and medical evidence will be sought to establish whether an employee based at home was actually working at the time of any injury.