



## HOME WORKING POLICY

### DOCUMENT VERSION CONTROL – GOVERNANCE SCHEME

Date	Author	Version	Status	Reason for Change
	SEStran	1.0	Policy created	Implementation
Oct 2017	SEStran	1.1	Adoption of version control	Implementation

## **HOME WORKING POLICY**

### **1. POLICY STATEMENT**

SEStran recognises that there may, on occasion, be circumstances when it would be more beneficial for staff to work from home. However, employees are contractually obliged to work mainly from the SEStran offices and home working is for extenuating circumstances or when approved in advance by relevant managers.

The purpose of this Policy is to ensure that all home working is properly assessed, monitored and reviewed to ensure the safety of employees and efficiency of business. SEStran will take all practical steps to identify any additional risks associated with home working and remove or reduce the risks to an acceptable level.

### **2. INTRODUCTION**

Agreement to work from home is dependant on certain criteria being fulfilled, these being that the employee:

- Has prior approval from relevant managers
- Does not have commitments within SEStran at the time
- Has notified relevant managers/colleagues of hours of work and location
- Has left a contact telephone number and is available to be contacted during the nominated hours
- Is prepared to come in to the office if requested to do so by a manager

Permission is required for each occasion that the employee wishes to work from home and requests should be made to relevant manager. The decision of the manager is final.

### **3. WORK ARRANGEMENTS**

#### **3.1. SESTRAN EQUIPMENT**

**3.1.1.** Any equipment provided by SEStran for the purposes of working from home will be maintained by SEStran.

**3.1.2.** The employee is required to take reasonable care of all equipment, to keep it secure and to use in accordance with operating instructions.

**3.1.3.** The employee must ensure that all equipment is returned to SEStran after use.

#### **3.2. INSURANCE COVER**

**3.2.1.** Employees are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their insurers prior to commencing working from home.

**3.2.2.** Employees are responsible to ensure that their home contents insurance covers any SEStran equipment used for the purposes of working from home.

### **3.3. PERSONAL DETAILS AND SAFETY**

**3.3.1.** Employees are advised not to release their home address and telephone number to non SEStran employees.

**3.3.2.** Employees are advised not to conduct meetings with non SEStran employees at home. In the event that the employee feels this is essential they must gain prior approval from the relevant manager.

## **4. MANAGING THE RISKS**

In accordance with normal Risk Management procedures, managers will ensure Risk Assessments are undertaken on all home working activities. These will include identification of the actions to be taken which will minimise the risks. These actions will form part of the Risk Management Action Plan.

Where, as a result of the Risk Assessment, it is identified that an employee is at serious risk as a result of home working, the manager will identify remedial actions and/or alternative ways of delivering the service, which reduces the risk to the employee to an acceptable level.

## **5. RESPONSIBILITIES**

### **5.1. PARTNERSHIP DIRECTOR**

The Partnership Director of SEStran is responsible for the effective operation of the Policy across SEStran as a whole and for ensuring development of effective procedures to implement the policy. They are also responsible for ensuring that adequate resources are available to implement appropriate protective measures, where the risk assessments have indicated they are required.

### **5.2. MANAGERS**

Managers are responsible for ensuring that appropriate risk assessments are undertaken and for ensuring implementation of any remedial actions/measures identified by the Risk Assessment process. They are also responsible for ensuring that appropriate procedures are in place to monitor the safety of home workers and for providing support to home workers as required.

In line with the Accident/Incident Reporting procedures, Managers are responsible for ensuring that any accident/incident relating to home working is

reported and investigated and that appropriate action is taken to prevent similar situations arising in the future.

### **5.3. EMPLOYEES**

Employees are responsible for alerting their manager to any concerns they may have regarding home working and for reporting any accident/incident relating to home working to their manager as soon as possible following the accident/incident. Employees will give a full and accurate account of details leading to the accident/incident including details of the accident/incident itself.

## **6. MONITORING & REVIEW**

The Partnership Director, in conjunction with the Performance and Audit Committee, will monitor and review this policy on an annual basis.