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| Insert Logo | **Remote Working &  Working from Home Policy** |

[Clinic Name] understands that employees may wish to work remotely (eg. at home) from time to time or on a regular basis. [Clinic Name] may also wish to direct employees to work from home from time to time.

When team members carry out work off-site and remotely, such as at a home office, that location is considered to be a workplace, which means both you and [Clinic Name] have workplace health and safety obligations to ensure the workplace is safe. As a member of the [Clinic Name] team who is granted permission to work remotely, you are still subject to the same working standards and expectations such as productivity and output, confidentiality, absence notification, etc.

This policy sets out the basis for working from home arrangements and may be amended or withdrawn by us at our discretion. It does not form part of your contract of employment.

If you have any questions about this Remote Working & Working from Home Policy or the Remote Working Safety and Wellbeing Application Checklist & Approval form speak with our Practice Manager.

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| 1. **Does this policy apply to you?** | If you are an employee of [Clinic Name], this policy applies to you. |
| 1. **Working remotely must be approved & is not an automatic entitlement** | Working remotely and working from home is at [Clinic Name]’s discretion and is not an automatic entitlement or contractual right.  Even if [Clinic Name] approves your application to work remotely, we may require you to attend the workplace from time to time. In some situations and circumstances your ability to work from home may be suspended or come to an end. Where this is the case, we will discuss the matter with you. |
| 1. **Things [Clinic Name] will consider about your role before approving remote working arrangements** | You are encouraged to be realistic about your proposed remote / home working arrangement.  You should think about your personal needs but recognise that while the arrangement suits you, it also needs to suit the needs of your work team and the business.  In exercising our discretion regarding your remote/home working arrangement, we will consider a range of factors, including:   * + reasons why you are requesting to work remotely   + whether you have an adequate workspace and a suitable work environment at your home location   + whether the working from home arrangement satisfy work health and safety requirements   + whether your role can be carried out effectively away from the office from a logistical point of view, particularly in relation to administrative support roles   + how much attendance in the office is necessary for the proper performance of your job   + whether you require close in person supervision or whether this can be achieved remotely (or a combination of both)   + whether the ratio of homeworkers to office workers in your work group or department is appropriate   + whether your colleagues’ workflow will need to change to enable you to work from home and whether this is appropriate   + whether the home working arrangement will adversely impact your work team and your work team’s or [Clinic Name]’s performance   + whether your work can be performed to the standard required by us, including quality, quantity and timeliness   + whether you can ensure security of our equipment or property (if we provide you with any) and guarantee confidentiality of our and our clients’ information or data   + whether your household/home insurance policy or any other relevant provision permits you to work from home   + whether your work history demonstrates (and continues to demonstrate) that you are self-motivated, can work independently and manage your time effectively; and   + that you can deal effectively with your colleagues and managers while working from home; or   + any other factor that we may view as being relevant to the suitability of the home working arrangement. |
| 1. **Home working must be safe** | As your employer, we are required by legislation to take reasonable steps to ensure that your workplace is healthy and safe, including when you are working from home. You will not be permitted to work from home if there is a risk that your working environment is not healthy and safe or fails to be healthy and safe at any time.  As part of the approval process, you must provide us with a completed *Remote Working Home Safety and Wellbeing Application Checklist & Approval* which demonstrates to us your proposed home working arrangement is healthy and safe.  A copy of the Remote Working Safety and Wellbeing Application Checklist & Approval can be found [insert location eg. on the [Clinic Name] “S” shared drive in the HR folder].  From time to time, you may be required to provide us with an updated Application Checklist for approval, complete other documents and/or carry out certain actions to ensure the ongoing health and safety of your remote workplace location.  As our employee, you also have duties under legislation regarding your own and others’ safety in your home workplace. We expect you to undertake ongoing monitoring and review of your home working environment for potential health and safety hazards to you or other persons, address them (if possible) and immediately report any issues to your Manager.  If you fail to comply with these expectations, your working from home arrangements may be revoked and you may be subject to disciplinary action, up to and including dismissal. |
| 1. **Requesting remote working arrangements** | **Before working remotely, your Application Checklist  MUST be approved by your Manager**  Regardless of whether it is on an ad hoc or ongoing basis, if you would like to work offsite and remotely, you MUST complete an Application Checklist and it MUST be approved by your Manager before you start working remotely.  A copy of the Remote Working Safety and Wellbeing Application Checklist & Approval can be found [insert location eg. on the [Clinic Name] “S” shared drive in the HR folder].  We encourage all staff wanting to work remotely to discuss your proposed home working arrangement with your Manager before submitting an Application Checklist for approval. That way your Manager can carefully consider the points raised above in section 3. Things [Clinic Name] will consider about your role before approving remote working arrangements.  **Ad hoc requests to work remotely MUST be pre-approved by your Manager on every occasion**  **Ad Hoc Requests for Remote Working Arrangements**  Even though [Clinic Name] has a relaxed work environment, please don’t take working remotely for granted; it is a benefit earned, not an automatic entitlement.  Where working arrangements need to be changed for whatever reason, even for a single day, it MUST be pre-approved by your Manager in writing (this includes email). This means, staff are expected to communicate with their Manager at least 24 hours beforehand to seek approval to work offsite and remotely. Only where approval has been given by your Manager will you be permitted to work remotely, otherwise you are required to attend the workplace.  For example, if you know you have a tradesperson coming to your house and you want to work from home that day, you MUST get approval from your Manager to do so at least 24 hours in advance of the day you wish to work from home. Similarly, if you want to work from home on an ad hoc occasion because you are feeling unwell or need to care for a member of your household it must be pre-approved by your Manager. In these situations we understand you may not be able to seek approval from your Manager to work from home at least 24 hours beforehand, but the sooner you can contact us the better. That way we can assess whether working from home is appropriate in the circumstances, or whether the day will be a leave day (paid or unpaid). |
| 1. **Approving remote & home working arrangements** | We will consider your initial, ongoing and ad hoc requests for remote working arrangements on a case by case basis and advise you in writing if you are approved to work remotely.  If approved, your home working arrangement may be subject to certain conditions at our discretion, and we may suggest a different arrangement to that proposed by you. For example, you may need you to complete an initial trial period or take other steps as advised by us. |
| 1. **Reviewing remote & home working arrangements** | Home working arrangements are subject to regular reviews and may be varied or withdrawn at any time (with or without a review) at our discretion, including in response to any changed circumstances.  [Clinic Name] is more likely to revoke and withdraw any prior approval for you to work remotely if:   * + you fail to comply with [Clinic Name]’s policies and procedures (including this policy) or your contract of employment;   + there are health and safety risks to you or other persons which cannot be addressed;   + you are not meeting deliverables or other commitments; or   + in our objective opinion, your working from home arrangement is adversely affecting your work team or the Clinic. |
| 1. **Guidelines for home working** | * 1. **Changes to your home working location**   If your workspace or your home working location changes, you must:   * give us a minimum of 4 weeks’ notice of change of address (unless a shorter timeframe is agreed); and * complete a new Application Checklist relating to you new location.   Failure to comply may result in you not being permitted to work remotely from the new location. |
|  | * 1. **Contact & communication**   When working remotely, employees MUST be available during agreed working hours. This includes maintaining regular contact with support staff, co-workers and your Manager.  Just like when you’re working on-site, email, instant messages and missed calls should be responded to promptly.  Remember to block out meetings in your diary and communicate with your Manager when you need to step away from your desk, such as when you take an unpaid meal break. |
|  | * 1. **Office attendance**   You must attend and work from the office from time to time such as situations where it is necessary and appropriate for you to attend meetings, briefings or training and during key points of a business cycle onsite rather than virtually.  You may also be required to attend the office or other location at any time at our discretion. |
|  | * 1. **Equipment**   [Clinic Name] will not provide you with computer equipment (additional to that used at our premises), furniture, dedicated telephone line for use at home or internet connection or any other furniture or equipment, unless otherwise approved by your Manager, or you are unable to work on our premises for an extended period due to circumstances caused by us.  All property which is provided to you for the purposes of remote / home working must be returned immediately to us upon request and, in any event, immediately following the termination of your employment. Failure to return such items within 7 days may result in the cost of the items being deducted from any pay due to you, or commencement of legal proceeding to recover the Clinic’s property.  You are responsible for any damage to equipment or property which the Clinic provides for work purposes which goes beyond ordinary wear and tear and to any damage to your home which may result from the installation or removal of Employer equipment or property.  Where any damage to Employer property or equipment is as a result of your negligence or lack of care due to your voluntary and private use of the Company property (whether approved use or not), [Clinic Name] reserves the right to insist on you paying for the cost of repair or make a deduction for the cost of the damage to the Company property. |
|  | * 1. **Your workspace**   When working from home, you must have a secure space in which you will work, preferably dedicated to work purposes. |
|  | * 1. **Training**   Training will take place as appropriate and required. You must participate in any departmental or general training sessions. |
|  | * 1. **Your general liability**   As an owner or occupier of your home, you remain responsible for ensuring:   1. the safety of any persons at your premises, including visitors and household members, particularly children; and 2. that the general fabric of the home and its fixtures and fittings, including in any area in which you work, is maintained in a safe and functional state for performance of work — eg. electrical sockets and other parts of your domestic electric system, are your responsibility |
|  | * 1. **Confidentiality, data protection and use of our IT systems**   You must comply with all duties and obligations regarding confidentiality, privacy, data protection and use of our IT systems and network as set out under your contract of employment and relevant policies, including [List [Clinic Name]'s policies regarding confidentiality, privacy, data protection and use of [Clinic Name]'s IT systems and network].  You must keep business-related resources, equipment or information to which you have access safe and secure.  You must take reasonable steps to restrict the access of all persons to work equipment, materials, documents, confidential information and other Company and client data in order to avoid damage or loss; and maintain business confidentiality.  While working remotely there may be times when you need to email documents to yourself to allow access on your local system. If you are doing this, please be mindful that at no point in time should private or confidential information be saved to any local hard drives outside of the [Clinic Name] secure network. If you are unsure of what may be considered private, confidential, or sensitive information please discuss with your Manager.  You must ensure that all confidential material requiring disposal is shredded or, in the case of electronic material, securely destroyed as soon as any need for its retention has passed or as directed by us.  You must take reasonable care of work-related information and our property when travelling to or from home. |
|  | * 1. **Communication and meetings**   To minimise your potential isolation and to allow for proper supervision and management, line managers will, where appropriate, involve you in regular meetings or consultations. You must attend such meetings. If you cannot attend a scheduled meeting for good reason, you must notify the person organising the meeting in advance of this fact.  In addition to regular meetings, line managers will ensure that regular contact is made between you and your colleagues.  You must be contactable, within reason, during the agreed hours of work. Contact outside these hours will only be made in cases of an emergency. |
|  | * 1. **Health and safety risk assessments & reporting**   We have obligations under work health and safety legislation which requires us to perform a risk assessment of your work activities, including when you are working remotely at home. This is why you MUST complete an Application Checklist prior to working remotely.  When working remotely and you are involved in an incident, accident or near miss, or you identify a potential health and safety hazard or there is a change to your remote working / working from home arrangements, you must immediately notify your Manager.  Because your remote working location is considered a workplace, you are responsible for the health and safety of any visitors, children or family members who enter your workplace or use equipment provided to you by [Clinic Name] for home working. If there are any faults in equipment provided to you by [Clinic Name], the equipment should not be used until it has been inspected and any necessary repairs have been carried out by the appropriate specialists. You are responsible for ensuring that any damage to equipment is reported promptly to your Manager.  For further health and safety information, see our Work Health & Safety Policy. |
| 1. **Drugs, alcohol & other activities** | The consumption and use of drugs and alcohol can affect a workers health and safety, as well as others.  When working remotely / from home, employees must NOT consume, use or sell illegal drugs and substances or engaged in criminal activity. Misuse of prescription and over the counter drugs and medicine and consumption of alcohol during work hours is not permitted.  Where it is found you are under the influence of drugs and/or alcohol to the extent that it impairs your ability to perform your work, you will be subject to performance management action, up to an including termination of employment. |
| 1. **Duration** | Employees given approval to work remotely can do so for the either the period specified, or until [Clinic Name] notifies them otherwise.  Ad hoc requests to work remotely must be approved by your Manager on every occasion. |
| 1. **Inability to meet demands of work hours** | Working remotely demands a level of trust and confidence. Additionally, working from home may not provide you with the focussed environment that you are able to enjoy in the office setting. This is especially so if you have unplanned caring responsibilities, other non-work related distractions and interruptions.  It is important that your output abilities working remotely are the same or similar to your output and productivity when on-site at [Clinic Name].  If you have any concerns about your optimum functionality and productivity working remotely, discuss these with your Manager and we can consider whether flexible working hours to accommodate your environment and changing availability is a viable option. Similarly, where [Clinic Name] has concerns about your ability to meet demands of work we will raise them with you. Depending on the reason(s) and circumstance it may be necessary for you to work onsite instead of remotely on a temporary or permanent basis. |
| 1. **Workplace inspections & access to your home office** | [Clinic Name] have the right to visit and gain access to that area of your home you use for your workplace to conduct inspections of your home office as part of its ongoing management of hazards in the workplace.  Inspections can occur:   * ‘on the papers’ with [Clinic Name] requiring you to undertake and complete an updated *Application Checklist* form. * In person with a representative from [Clinic Name] attending your home office to carry out a safety check, or remove any of our property, documents, records or other information relating to our business and your work for us.   Reasonable notice will be provided. Failure to comply with such a request is considered a serious breach of this policy. |
| 1. **Monitoring and review of your flexible working arrangement** | If agreed, your remote / home working arrangement may be reviewed by us from time to time. It is expected that you will actively participate in all reviews and that you will be willing to facilitate changes as required or agreed with us. If we decide your remote / home working arrangement is not operating effectively, we may decide to withdraw it or amend it at our discretion. |
| 1. **Changes to this policy** | This policy may be amended or withdrawn by [Clinic Name] at our discretion and does not form part of your contract of employment. |
| 1. **Who can you talk to if you have questions / concerns about this policy & working remotely?** | You can talk with the Clinic’s Practice Manager about any questions or concerns you may have about this policy and/or working from home. Including the outcome of your application to work remotely and what steps may need to be taken before approval may be given.  You can also contact [Name], [Position eg. Practice Principal] |[insert email / contact number] to discuss any queries your may have. |

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| **Version Control** | [Insert Original Release Date]  [Insert Subsequent Dates Where the Policy Has Been Updated] | [Insert summary of change eg. Change of Wording & Partner Pay information.] | | |