



## Homeworking Policy

### 1. Introduction

Age Concern Petersfield & District currently does not have a central office from which administrative staff can work. Therefore, these members of staff are classified as permanent home workers. They conduct the majority of their work from home, but also attend meetings and events in various locations.

The purpose of this document is to clarify the policy and procedures for home working.

### 2. Timesheets, Diary and Mileage Claims

Home workers must keep a timesheet detailing their working hours. This is to be shown to their Line Manager upon request. Their time worked includes any travel time to and from meetings and events.

Where appropriate home workers will have set working hours each week which are agreed with their Line Manager. These working hours must be clear on their email signature/out of office message, and on their mobile phone voicemail. Clients and other staff need to know when they can contact home workers.

Home workers can claim mileage (using an expenses form) for using their car on Age Concern Petersfield business. Mileage starts from their home address.

### 3. Equipment

Where appropriate, Age Concern Petersfield will supply a mobile phone to the home worker.

Home workers are responsible for supplying an adequate computer (laptop or PC) which has a reputable anti-virus software installed, modem, WiFi, and workstation. Stationery supplies such as paper, folders, envelopes, stamps etc can be purchased and claimed back on expenses.

## 4. Health and Safety, Insurance and Data Protection

Home workers should ensure they have a suitable environment where they can focus on work.

The Health and Safety at Work Act 1974 states that an employer shall ensure, so far as it is reasonably practical, the health, safety and welfare at work of all employees – this also extends to home workers. As the control that can be exercised over a member of staff working from home is limited, the main responsibility will be with the home worker under Section 3 (2) of the Act, which places the obligations on home workers themselves to ensure that they and other persons, including members of the household (as well as the public) are not endangered by work activities undertaken at home.

If a home worker is using their own car on the business of Age Concern Petersfield, they must ensure that their insurance policy includes business use, and if applicable, the transport of staff or clients.

Home workers are responsible for informing their tax office of their working from home arrangements and reviewing their home insurance to make sure it covers homeworking.

Employees working from home are responsible for complying with general data protection law and for keeping all documents and information associated with the organisation secure at all times.

## 5. Sickness Absence

Home workers must ensure they report to their line manager when they are sick and unable to work.

## 6. Reviews of home working arrangements

Age Concern Petersfield & District has the right to review any existing home working arrangements and through a process of negotiation and written agreement, to vary an existing agreement.

Agreed homeworking arrangements are reviewed regularly and can be withdrawn if it is demonstrated that:

- the performance of an employee suffers as a result of homeworking;
- the effectiveness of the team in which the employee works is compromised;
- the business needs are not being met.

If homeworking arrangements are reviewed due to an employee's performance, these will be dealt with under the Disciplinary and Grievance Policy and Procedure.

## Review

This policy will be reviewed every three years.

| <b>Issue</b> | <b>Date approved by Board of Age Concern Petersfield</b> | <b>Reviewed</b> |
|--------------|--|-----------------|
| 1            | 30th Sept 2019   |                 |
| 2            | 5.9.24   | 5.9.27          |