



POLICIES & PROCEDURES

Pyramid of Arts

Working from home

Policy Statement

Pyramid of Arts recognises that sometimes it would be beneficial for staff to work at home in order to complete a particular task, for example a special project or funding bid. Some jobs are not suitable for such arrangements and it is not possible to offer home working to all staff.

This policy deals with situations where:

- the member of staff requests occasional / one-off home working
- the member of staff is based at home and works at home

Agreement to work from home

- Employees must have prior permission from their line manager in order to work from home
- The line manager will consider all relevant circumstances before making a decision
- The line manager's decision is final and permission to work from home can be withdrawn at any time
- For certain jobs, the employer may determine that the normal place of work, or 'base', is the home of the employee. Any variation to this would constitute a variation to the terms and conditions of the employment
- It is possible that a job could involve some time based at home and some time based in the office

Qualifying conditions

To work at home, the employee must:

- have obtained prior agreement for home working from the line manager
- not have any other commitments at the same time that they have arranged to work at home
 - this includes dependent care responsibilities that would conflict with the requirement to work (e.g. looking after a child or supporting an adult who requires a carer)
- have notified the line manager of her/his hours of work and location
- have a contact telephone number and be available during the nominated times

Process

- For occasional / one-off home working
 - An employee wishing to work at home must first discuss it with their line manager
 - The employee should outline the work they intend to do; explain why they want to work at home; say when they want to do the work and how long it will take
 - The line manager will give the request due consideration (as above) and then give their answer **in writing**. If permission is given, the written consent will also outline the work and the times/ dates for working at home

Working Arrangements

Workload, reporting and monitoring - All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee's line manager in line with normal procedures.

For one-off home working, the precise project or task must be agreed beforehand.

Equipment - When an employee is working from home, it is expected that they will provide their own equipment.

If the work specifically requires any pieces of equipment belonging to the employer, then the employee must have permission from the line manager to take the equipment, and follow standard signing-out procedures. The member of staff is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and company policy. They must ensure that any such equipment provided is returned at the end of the arrangement. Equipment must not be left unattended in any vehicle at any time. Any equipment taken will still be inspected and maintained by the employer and the employee may be required to return it to the office for this purpose (e.g. for Portable Appliance Testing).

Insurance cover - 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. Company owned laptops are insured while in suitable secured premises or on the person. They are not insured when left unattended in vehicles.

Personal details and safety - Employees are advised not to release their home address and telephone number to non-members of staff. Employees are also strongly advised not to hold meetings at home. In the event that any employee feels this is essential they must gain prior approval from their line manager.

Confidentiality and access - Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors. Senior staff should have access at a reasonable time to equipment and any paper records kept at an employee's home. All files must be returned to the main office on termination of the Working from Home arrangement.

Review of home working arrangement - At any time, the agreement to work from home may be reviewed by the employee's line manager. This policy is also subject to review and does not form part of any contract of employment.

Health and safety - The employer has a duty to protect its staff's health and safety at work in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it.

Employees are required to comply with the employer's Health and Safety policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

Reporting sickness / absence - In the event that the member of staff is sick during a period of working at home then the normal employer's sickness reporting rules must be followed.

Travel costs and other expenses - Travel costs between the home and main office will not be reimbursed. Employees based at home are expected to provide their own furniture, heating, lighting, etc.

Compliance - Failure to comply with any aspect of this policy or related policies such as Health & Safety may constitute a disciplinary offence.