POLICY - COVID-19 WORKING FROM HOME

**PURPOSE AND SCOPE**

{Company} is committed to supporting the Australian government in reducing the spread of COVID-19. As a company we have responded to the request that people stay at home and are implementing temporary work from home arrangements where we are able.

The purpose of this policy is to establish procedures and guidelines to ensure the creation and maintenance of a safe and healthy environment at home for employees who are temporarily required to work from home as a result of the COVID-19 outbreak

**APPLICATION**

This policy applies to all employees of {Company} who are temporarily required to work from home during the COVID-19 outbreak.

**DEFINITIONS**

**Work from Home** – where an employee is allowed to work away from their ordinary contracted location of work and is instead working from their place of residence.

**Home Office** - is the designated space an employee will work from while working from home.

**TEMPORARY ARRANGEMENT**

Employees who are working from home due should be aware that this is a temporary arrangement and {COMPANY} maintains the right to terminate this agreement at any time. {COMPANY} intends for employees to return to their contracted location of employment when appropriate government health advice allows this.

**HOME OFFICE REQUIREMENTS**

Employees working from home must designate a specific space as their home office while working from home. A home office should ideally have a work desk and ample space to perform the requirements of their work.

Employees should only perform work from their designated home office .

**HEALTH AND SAFETY**

Employees are responsible for ensuring their safety and maintaining a safe working environment. This includes ensuring at all times that their home office, equipment and surroundings spaces (entrance, kitchen and bathroom etc.) are in a safe working condition.

Employees must notify their manager immediately if there are any changes to the working environment or any risks to their health and safety arise while working from home.

**WORKING FROM HOME AUDIT**

All employees working from home are required to complete a working from home audit. This must be completed, signed and returned to their manager. Sketches or photos of the home office and relevant spaces (entrance, kitchen and bathroom etc.) must also be accompanied.

**INCIDENT REPORTING**

If an employee is injured or has an incident while working from home, an employee must immediately notify their manager and complete an incident form.

{COMPANY} will investigate the injury or accident if necessary.

**COMMUNICATION**

It is expected that employees will complete their contracted working hours from home. If an employee is unable to perform their duties or complete work to agreed deadlines they must advise their manager immediately.

Employees are expected to be contactable and responsive while working from home.

Where a business requires it, timesheets or records of attendance must be completed and returned to an employees manager at the end of every week.

**EQUIPMENT**

An employee may use their own office equipment to establish their home office. It is expected that any personal equipment does not compromise an employees safety. Alternatively, an employee will receive the necessary equipment from {COMPANY} to work from home.

If an employee requires additional equipment for safety reasons they must speak with their manager. Requests will be assessed on a case by case basis.

All equipment provided to an employee in order to work from home, remains the property of {COMPANY}. It is to be used for work purposes only.

On conclusion of the working from home arrangement, or (if prior) on termination of employment all equipment must be returned to {COMPANY}.

{COMPANY} will not assume responsibility for any damage or equipment failure of an employees personal property or equipment as a result of an employee working from home.

**CONFIDENTIALITY AND SECURITY**

Employees who are working from home are responsible for ensuring all precautions are taken to protect company property and information. This includes, protecting against theft and unauthorised access and ensuring any company documentation is properly and securely stored and destructed appropriately if required.

Employees continue to have an obligation to maintain the confidentiality of {COMPANY} while working from home. Particular care must be taken when making or receiving phone calls. Computers must be locked when not in use and should not be used in a space where a screen can be easily viewed.

**POLICIES AND PROCEDURES**

Compliance with all of {COMPANY} policies and procedures is a continued requirement while an employee is working from home.

APPROVALS AND REVIEW

|  |  |
| --- | --- |
| Policy review date: |  |
| Policy approved by title: |  |
| Policy approved by signature: |  |