

**TEMPORARY HOMEWORKING POLICY**

**1 Aim of this policy**

This policy is designed to explain the arrangements in place for homeworking that is introduced as a temporary measure [explain why if this is going out for a specific incident].

[We also have a separate Homeworking policy which sets out the procedure to be followed when applying for homeworking on a regular full-time or part-time basis.]

This policy applies to all employees, workers and contractors.

**2 Hours of work**

[Unless otherwise indicated, you will not be subject to fixed hours of work and will be free to perform your work at home at times that suits you. There are, however, core hours during which you must be available to respond to calls and emails etc. These core hours are: [insert details].] OR [You should work your normal contractual hours while temporarily homeworking.]

If you are working from home, you must ensure that you take adequate breaks as follows:

* a break of at least [20 minutes for every six hours worked];
* a daily rest break of at least [11 hours]; and
* at least one 24-hour break per week.

**3 Equipment and expenses**

We will provide all equipment reasonably required for you to work from home, which will remain our property. [Specifically, you will be provided with [insert details].] [Only equipment which we have provided or authorised may be used for homeworking.]

Where equipment is provided you must:

* only use it for the purposes for which it was provided;
* take reasonable care of it; and
* make it available to us for collection on the termination of your employment and at any other time if requested to do so.

We shall [install and] maintain the equipment at our expense, but you shall be responsible for any damage to the equipment which goes beyond ordinary wear and tear.

[We are not responsible for any costs associated with you working from home, including the costs of heating, lighting, electricity, broadband internet charges, telephone calls or printing.] OR [We will reimburse you for reasonable telephone and broadband internet charges incurred when working from home, subject to the production of itemised bills and such other evidence as we may require. You will be responsible for any other associated costs of you working from home including the costs of heating, lighting, electricity and printing.]

**4 Management of homeworking**

When working from home you will be subject to all our normal rules, procedures and expected standards of conduct and performance. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.

You will be expected to [contact [your line manager] at least [once a day] and] comply with any formal reporting procedures in your contract. We will keep in regular contact with you when you are homeworking via [phone], [email], and [video conferencing]. If at any point you feel isolated or lacking guidance or support, discuss this with [your line manager / a member of the HR team]. [You might also want to have a look at [insert details of any policy or guidance on mental wellbeing].]

Where an IT or another problem prevents you from working effectively from home, contact [insert details] as soon as possible.

If because of illness or injury you cannot work on a day on which it has already been agreed that you would work from home, follow the procedure set out in our Sickness Absence policy.

**5 Insurance**

Working from home may affect your home and contents insurance policy. You must make any necessary arrangements to provide adequate cover for the fact you will be working from home and to cover the equipment you will be provided with for homeworking.

**6 Security**

You will be responsible for ensuring the security of all equipment, documents and information; and must take all necessary steps to ensure that private and confidential material is kept secure at all times. In particular, you are required to:

* password protect any confidential information held on your home computer;
* lock your computer terminal whenever it is left unattended;
* store confidential papers securely when not in use;
* ensure the secure disposal of any confidential papers (for example by using a shredder if one is available);
* comply with our Data Protection and Acceptable Use of IT policies; and
* report any data security breach to [your line manager] immediately.

**7 Health and safety**

Homeworkers have the same health and safety duties as other workers. You will be required to take reasonable care of your own health and safety while working at home and should [comply with our Health and Safety Policy and] follow all health and safety instructions issued by us from time to time.

Do not give [clients, customers or any other third parties] details of your home address or phone number.

We retain the right to check all homeworking areas for health and safety purposes, including risk assessments to consider, for example, work equipment; display screen equipment; manual handling risks; and first aid access.

Any accidents at home must be reported immediately to [name] [in terms of our Health and Safety policy].

Any health and safety concerns should be reported to [your line manager].

**8 Termination**

We will notify you when we decide to bring the home-working arrangement to an end. The current homeworking arrangements are exceptional, and this arrangement does not guarantee a right to work from home indefinitely.