

## Policy status

This policy was adopted by the Company on 22<sup>nd</sup> September 2020 and last reviewed on 12<sup>th</sup> October 2022

## Scope

This policy applies to all Statlog Pro Limited employees

## Policy statement

This document outlines the Homeworking Policy for Statlog Pro Limited. Statlog Pro Limited are committed to improving the working lives of our employees and to encourage a healthy work life balance. In order to provide the best services to our clients, this policy aims to ensure that all staff work in the most effective and efficient way possible in an appropriate work environment which optimises productivity and performance. We recognise that the traditional office-based working approach does not necessarily support this in all cases.

As an employer with a developing IT infrastructure aimed at facilitating remote working functionality and availability, the aim of this policy is to support both the aforementioned commitments and facilitate home working arrangements where these support effective service delivery.

For the purposes of this policy a distinction is made between employees who have (or wish to apply for) a formalised agreement with their line manager to work from home on a permanent basis (referred to in this policy as 'permanent homeworkers'), and those who work from home on an occasional basis without a formalised agreement (referred to in this policy as 'temporary homeworkers'). Permanent homeworkers can be contracted to work from home on a full-time basis (all of their contractual hours) or part time basis (e.g. working from home one day a week and in the office for their remaining contracted hours). The arrangements for both of these working agreements are defined more clearly within the document.

It is important to appreciate that there is no automatic right for employees to work from home or for Statlog Limited to insist on employees working from home. A request for home working could be made by the employee or Statlog Pro Limited. All employee requests to work from home will be reasonably considered and where they are deemed not to be appropriate, a written explanation will be provided. Each application will be considered on its individual merits.

Any permanent home working arrangements agreed between the employee and line manager will constitute a contractual change to the employee's terms and conditions of employment.

All employees who work from home should ensure that they have a suitable environment in which they can focus on work. Employees should ensure that they can work free from disruption, e.g. by having adequate care arrangements in place for dependants who may be at home during working hours (see later).

In allowing an employee to work from home, the employee and their line manager must ensure that there is no negative effect on productivity, performance or on other employees.

Statlog Pro Limited has the right to review any existing or future home working arrangements and, following consultation, to vary an existing arrangement with appropriate notice periods.

## Access to this policy

All employees are entitled to access to this policy which is located within the Statlog Pro Limited Policies information folder on the Statlog Pro Limited intranet admin drive. If you require this policy in any other format please ask your line manager.

Employees and Managers may also wish to consult associated policies or documents such as the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002, the Health and Safety (Display Screen Equipment) Regulations 1992 and the Equality Act 2010.

## Potential eligibility

Statlog Pro Limited encourages appropriate home working and understand that this can improve the quality of life and productivity of some employees. The benefits for employees are clear in terms of savings on commuting time and expense, together with a more flexible approach to work. In return for this we do expect homeworkers to also be flexible and efficient with time given to work.

However, homeworking is not suitable for all, all the time. As a business we need to also consider the needs of the business, our clients and of other employees; a balance therefore needs to be struck as we are an interdisciplinary consultancy which is based on development through interaction and collaboration.

As a guide, the following would indicate potential ineligibility for homeworking: -

- You are unable to satisfy the suitability criteria and requirements contained within this document
- You have role that is, by definition, office based
- You have not yet completed your probation period
- You are at a stage in your career whereby you need close mentoring, or you are responsible for training others who need your full attention
- You are asking for a greater period of home working than is conducive to the creative or business needs of the Company
- You would be less productive or more costly to the Company working from home

## Roles and responsibilities

### *line manager responsibilities*

Our line manager must: -

- Treat each application to work from home on its own merits and give it reasonable consideration. This will include the potential impact on other team members, the level of regular contact / interaction required etc.;
- Consider the needs of the individual applying to work from home, including welfare;
- Assess the sensitivity and confidentiality of the work to be undertaken from home and ensure that all necessary measures are in place to protect the information, when considering suitability for working from home;
- Ensure they liaise with the employee to ensure that the employee has undertaken a risk assessment, where appropriate, prior to any home working commencing;
- Ensure that an annual review of the risk assessment is undertaken by the line manager and any required electrical testing of equipment carried out;
- Liaise with the Partners before sanctioning any permanent home working applications, to discuss and agree potential contractual changes and to facilitate consistency and fairness in decisions;
- Liaise with the IT Department before sanctioning any home working applications, to discuss and agree potential IT equipment and / or access requirements, where necessary;
- When approving any ad-hoc expenses the line manager will act diligently to ensure these are minimised, their cost effectiveness and their appropriateness;
- Supply clear written information to the homeworker detailing Statlog Pro Limited expectations and what the employee can expect in return e.g. who the employee reports to, working hours, contact and communications, attendance at meetings and all other relevant information;
- If considered necessary, agree a trial period of at least 12 weeks. The agreement should be reviewed at least annually by the two parties.

### *employee responsibilities*

We expect (as a minimum) the following from our home working employees: -

- Ensure completion of the risk assessment form (Appendix A) prior to the commencement of any home working (permanent or temporary);
- Provide and maintain (at employee own cost) a suitable secure, stable and fast broadband connection for work use at the employee's home (min speeds to be achieved: - download 15Mbps / min upload 3Mbps / latency below 40ms latency). NB the Company telephone may not be used as a data hotspot in lieu of a fixed home broadband connection;
- Ensure that they are fully contactable during their working (or adjusted working) hours via both video and audio links;
- Ensure that they are available at all times during their work hours to attend an alternative workplace (site, meetings etc) at the request of their line manager. This includes pre-planned and reasonable short notice requirements. NB: meetings should be arranged to suit the client, and not an employee's home working preferences;

- Ensure that they undertake their work during normal working hours, additional hours to suit business needs or the times pre-agreed with their line manager and pre-agree any changes to this with their line manager so that these can be communicated as necessary;
- Ensure that their home working environment is conducive to effective working free from non-work related disruption(s);
- Ensure that Outlook diary is fully up to date (in advance) and available to all within the Company detailing, where you are, what you are doing and all meetings;
- Inform their line manager as soon as possible in the event of accidents, incidents or dangerous occurrences whilst working at home and ensure that it is recorded with the Company Administrator within 24 hours (where possible);
- Work safely and comply with any control measures identified in the risk assessment;
- Report any sickness in line with the usual Statlog Pro Limited absence reporting procedure, as set out within the Statlog Pro Limited Employee Handbook;
- Provide reasonable notice in the event of moving house to enable the Statlog Pro Limited to make any arrangements necessary to agree, and where appropriate facilitate, the continuance of the ability to work during the moving period and to carry out a new risk assessment;
- For permanent homeworkers, apply in writing to the line manager, providing a minimum of 8 weeks' notice, should a return to the office workplace be required, either full time or for part of their contractual hours. It should be noted that this may not be able to be facilitated and there is thus no automatic right to require office provisions in replacement of permanent home working. Where this can be facilitated, a permanent change of contract will be enacted;
- Ensure that their tax position, mortgage or tenancy agreement and insurance policies are checked and are appropriate for and covers the working from home, evidence will be required annually. All such responsibilities and liabilities rest with the employee;
- Ensure that they adhere to any and all confidentiality requirements in respect of Statlog Pro Limited business with particular reference to data protection principles;
- To attend Statlog Pro Limited offices for IT software updates, maintenance, replacement and regular PAT testing of Statlog Pro Limited equipment, and for collection of eg stationery and office ancillaries;
- Have due care and attention to the equipment provided for use at home;
- Comply with Statlog Pro Limited policies and procedures whether working at home or at the Statlog Pro Limited office.

## Application Procedure

### *temporary home working*

Statlog Pro Limited recognises that the work undertaken by many of its employees may be carried out more effectively in a quiet location and without disruption. In cases where office facilities are shared, where employees are easily disrupted or an employee considers that the performance of a specific task would be carried out more effectively from home, they may work from home at the discretion of their line manager;

Temporary home working will only be possible if it can be ensured that the employee's absence from the workplace will not give rise to problems for other employees, or a (real or perceived) reduction in the quality or expediency of service to our clients;

Permission to work temporarily from home should be sought from an employee's line manager, on each occasion (or series of occasions), via email. On the first occasion, this should be accompanied by a fully completed initial home working risk assessment, attached at Appendix A. Subsequent risk assessments should be undertaken as necessary and agreed with their line manager;

At the point of agreement of the temporary home working, the line manager will set out the length of the arrangement indicating a start and finish date. During this period a review may be undertaken and the end date altered.

### *permanent home working*

Permanent homeworkers are employees with a formalised agreement to work from home, either in a full time capacity or for part of their working week. Where a permanent change is required to work from home, the

employee should make a formal request via email. All requests must be accompanied by a fully completed initial home working risk assessment, attached at Appendix A.

Where the application for permanent home working is agreed, a written notice will be issued to the employee, specifying the agreed contract variation and the date on which the new permanent home working arrangements are to take effect. It will also set out confirmation of:

- any equipment to be provided for home working (employer or employee provided);
- the line manager arrangements to visit the employee's home to carry out a health and safety risk assessment (if the risk assessment indicates this is necessary);
- the requirement to be fully contactable and available to attend an alternative work place during working hours;
- frequency and timing of contact arrangements with the line manager;
- the agreement the employee must provide evidence of suitable insurance to cover working from home.

*general (temporary and permanent home working)*

In making a decision on whether to agree an employee's application for homeworking, the line manager will also have regard to the employee's:

- time management skills;
- self-motivation;
- ability to work without direct supervision;
- ability to meet scheduled deadlines;
- home as a suitable place to work;
- awareness of the health and safety implications of using the home as an appropriate working environment;
- ability to cope with potentially reduced social contact and isolation;
- ability to demonstrate they have no dependent care responsibilities within contracted working hours which would have a detrimental impact on their work;
- ability to demonstrate that delivery of the highest possible standard of service to our clients will be achieved;
- ability to remotely manage and train others without detriment;
- demonstration of suitable home connectivity (eg broadband speed).

Homeworkers will be required to ensure that suitable and clear connectivity e.g. mobile phone signals, broadband etc are in place to enable them to carry out their work effectively and for colleagues to contact them at home. No home working should commence until communication support arrangements are in place.

Homeworkers, or those planning to apply for home working, are required to seek advice and be satisfied that all required permissions have been obtained, by the homeworker, from the relevant agencies with regard to the effect of home working on their house and contents insurance; mortgage or tenancy agreement; and, council tax / business rates. Statlog Pro Limited will not accept any responsibility for an employee who suffers any detriment, loss, or legal action as a result of not obtaining any necessary permissions.

With regard to Statlog Pro Limited property, where permission has been given for an employee to work from home, Statlog Pro Limited retains all liability for their assets, providing the employee has exercised due care and attention. Where the employee has been careless or negligent, they will be responsible for reimbursing Statlog Pro Limited for the cost of remedying any resultant loss or damage of Statlog Pro Limited property.

## Health and Safety

The Health and Safety at Work Act 1974 places a duty on employers, self-employed people, and employees. Employers have a duty to protect the health, safety, and welfare of their employees, including homeworkers. To ensure this duty is fully met, all employees applying for both temporary and permanent home working must complete an initial home working risk assessment form (Appendix A). Once completed, this will be evaluated by the employee's line manager. Should the line manager consider that a more detailed assessment is required, based upon the completed initial home working risk assessment, the line manager may carry out their own home working risk assessment to ensure health and safety requirements are met, or seek assistance from other

suitable persons to do so on their behalf. No home working can commence prior to these risk assessments being carried out and any necessary control measures having been implemented.

As the control that can be exercised over an employee working from home is limited, the main responsibility will rest with the homeworker. This places obligations on homeworkers themselves to ensure that they, and other persons who may be affected, including other members of the household as well as the public, are not endangered by work activities undertaken at their home using Statlog Pro Limited equipment.

## Equipment

Statlog Pro Limited will provide the following computer and electrical equipment (as required, appropriate and budgetarily viable) for permanent homeworkers: -

- Desktop or laptop computer as appropriate
- Mobile phone

Temporary homeworkers will be expected to; either use their own equipment whilst at home or transfer their office equipment so as to eliminate equipment duplication, whilst enabling the employee to enjoy the employee benefits derived from home working.

Where equipment is provided by Statlog Pro Limited, we will be responsible for the service and maintenance of the supplied equipment at our offices. These items will remain the property of Statlog Pro Limited and must be returned should the home working arrangement cease or employment cease. All Statlog Pro Limited electrical equipment will be PAT tested annually at Statlog Pro Limited offices.

Statlog Pro Limited will maintain its own equipment but will not be responsible for maintaining a homeworker's own computers and equipment e.g. electrical sockets and other parts of the homeworker's domestic electrical system, which are their own responsibility. Should a problem arise with Statlog Pro Limited loaned equipment, staff will be supplied with a replacement, either temporarily or on loan, as required.

Home working employees will be expected to use their own desk and chair, subject to a risk assessment. An application for home working will be refused if there is not sufficient space to accommodate all equipment necessary to effectively perform their duties at home.

Company printing, plotting, postage etc will be available in the office which can be accessed either physically or electronically via the administration staff.

The Company will supply printers and consumables to home working administration staff only.

## Security

There is an expected minimum standard of security, both physical and IT dependant, on the nature of the work to be undertaken. Statlog Pro Limited will ensure that both temporary and permanent homeworkers have secure remote access to its server and computer network drives as required.

It is the employee's responsibility to ensure the homeworker is able to retain security and confidentiality of information within the home.

## Business Continuity

In emergency situations, for example, where it becomes impossible for an employee to work at their normal base, employees may be required to work from home temporarily until the emergency situation can be rectified.

## Monitoring

Home working will be monitored on an individual basis and can be revoked at any time for any reason. Abuse of the home working privilege granted to employees is regarded as gross misconduct which could result in disciplinary action or termination of employment.

In order to ensure that home working principles are adhered to, the employee agrees to the installation and operation of software on electronic devices used for work in order to determine employee's activity during working hours.

Line managers will regularly review any agreement which has been given for home working to ensure the on-going effectiveness / efficiency of the arrangement and may, following consultation with the employee, remove that agreement. If Statlog Pro Limited finds it necessary to terminate the home working agreement for any reason (other than gross misconduct), a minimum notice period of 24 hours (temporary home working) or 8 weeks (permanent home working) will be given to the employee (unless a shorter mutually agreed period is arranged) and they will then return to Statlog Pro Limited office.

As a form of performance monitoring and indicator of home working effectiveness, the timely predicting and issuing of project invoices will be considered.

## Business expenses

It is recognised that employees benefit significantly from home working in terms of quality of life, flexibility, and cost. Statlog Pro Limited encourage home working but do expect this to be cost neutral to the business. As a consequence, we will not duplicate equipment and facilities in each and every homeworker's home.

Business travel mileage is paid from the office to the site being visited (and back to the office). No expenses will be paid for commute from home to office or site (temporary or permanent homeworkers).

No subsistence expenses will be paid to homeworkers working from home.

## Formal review

We formally review this policy annually to ensure it is relevant and up to date.



**Signature:**

**Date:** 12<sup>th</sup> October 2022

**Name:** Andrew Etherington

**Position:** Director

### Appendix A - Initial Home Working Risk Assessment

Once an employee has been identified as a potential homeworker, this form should be used by the employee to undertake an initial assessment of the suitability of that part of their home which has been identified as the intended location for home working. It must then be signed by both the employee and the line manager before being submitted to the Company Administrator.

Note: Following completion of this form, we may require a full risk assessment to be arranged. Should this be the case, no home working can take place prior to the full risk assessment.

Name of intended homeworker	
Home address	
Area of home intended to be used as a workplace	
Line Manager	
Summary of the main duties of the homeworker and what and whose equipment will be used in the home to undertake the role	
Date of Home Working Suitability Assessment	

Question	Yes, No, N/A	Comments
Is the size of the room adequate for the intended purpose and is there sufficient space to move around safely?		
Is there a source of natural light?		
Can the light be sufficiently controlled by blinds or curtains?		



Is the artificial light sufficient for the intended tasks?		
Is adequate ventilation available?		
Does the heating system provide a comfortable temperature which is appropriate for the tasks?		
Is there sufficient storage space for the intended range of tasks?		
Are proposed work surfaces large enough for the intended tasks?		
Is a suitably adjustable chair available?		
Are there sufficient fixed electrical sockets to cope with essential electrical equipment?		
Are electrical and data sockets appropriately located to avoid the need for trailing cables across the room(s)?		
Is a suitable smoke alarm fitted and tested regularly?		
Is there any requirement for additional health and safety equipment (i.e. footrest, ergonomic keyboard/mouse etc)?		

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Line Manager's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_