

# Template Home Working Policy

---

## Introduction

The [EMPLOYER] is committed to allowing employees to work from home some or all of the time (as appropriate to the role) to facilitate business, support a healthy work/life balance, and reduced the need for travel.

This policy is intended to be a framework for enabling employees to work from home where such arrangements can be accommodated.

It is the responsibility of all managers and staff to be aware of and adhere to this policy.

## Home Working

The nature of work for staff in some roles means that they can carry out their duties from home and do not require regular attendance at a designated office. In these instances, there is no contractual office base.

## Working Hours

Employees are expected to work their normal working hours and agreed shifts during core hours, and must adhere to requirements on regular breaks and maximum working hours in line with The Working Time Regulations 1998.

For more details, see <https://www.gov.uk/maximum-weekly-working-hours>.

## Provision of Equipment

Where flexible working arrangements involve working from home on a regular rather than a casual basis, the [EMPLOYER] will provide the necessary equipment such as:

- Computer
- Monitor
- Keyboard
- Mouse
- Office desk\*
- Office chair\*
- Printer, printer ink and paper
- Appropriate lockable filing and storage equipment\*
- Shredder
- Other items, especially where needed for health and safety reasons.

*\*If needed.*

Employees will be expected to undertake a self-assessment health and safety check.

# Template Home Working Policy

---

## Expenses

[EMPLOYER] will reimburse reasonable expenses through the normal expense process, for example, purchase of consumable items such as printer cartridges.

There is the facility to make a single payment (annually or one off) to cover home-office set up costs to support working from home.

For those whose contractual office base is their home, [EMPLOYER] will cover the cost of all travel incurred in the course of their duties.

For those contracted to an [EMPLOYER] office base, [EMPLOYER] will cover the cost of all travel incurred in the course of their duties except from home to the employee's contractual office, [EMPLOYER] will not cover the cost of the normal commute.

Additional household expenses that an employee incurs in carrying out their duties will be covered in line with HMRC limits. For more details, see

<https://www.gov.uk/tax-relief-for-employees/working-at-home>

## Information Security

When working flexibly we have a legal and moral duty to protect and secure the information we hold, in both manual and electronic form, and responsibility for the effective operation of IT systems, securing the hardware, the software and the network that stores and distributes our information.

## Health and Safety

Health and safety legislation places duties on the employer to protect the health, safety and welfare of its employees, including staff working from home. Employees also continue to be bound by their responsibilities relating to health and safety, i.e. to take reasonable care of their health and safety and that of anyone else who may be affected by their working arrangements.

Managers have a duty of care and an obligation to assess risks in relation to the work and arrangements for all of their staff. Managers will assess local working arrangements ensure compliance with health and safety guidelines.

## Mortgages, Rental Agreements and Home Insurance

It is the employee's responsibility to check the implications of home working arrangements on mortgages, rental agreements and home insurance. Employees should ensure that the relevant third parties are informed as necessary and contracts are not breached by any new home working arrangements.