

WORK FROM HOME POLICY

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PURPOSE

The purpose of this policy is to provide Workers with a guideline for working from home arrangements.

Working from home may be appropriate for certain positions and may be approved where they are consistent with the operational needs of the business.

OBJECTIVE

The objective of this policy is to provide Workers with a flexible work option that is consistent with the needs of the Employer. This policy does not override or alter a Workers terms and conditions of engagement.

SCOPE

This policy applies to all Workers of the Employer.

DEFINITIONS

Employer means [*insert your business name here*].

Worker means all employees, contractors, apprentices and trainees, work experience students, and volunteers.

Workspace means an area designated in a Workers private home that the Employer and Worker have agreed the area is to be used by the Worker when authorised to work from home.

ELIGIBILITY

Working from home is not a Worker entitlement. It is important to note that not all positions are suitable for working from home arrangements.

Either the Employer or Worker may initiate a request to work from home. Any request should be in writing.

Approval may be granted for an employee to work from home if some of the criteria below can be met:

- The duties can be performed off-site without compromising customer service;
- There would be little to no significant additional expenses for the Employer;
- There is a valid personal or family reason;
- The Worker has demonstrated ability to work autonomously;