Complete this field to autofill Company name into document

# [Company]

# HOMEWORKING AGREEMENT

# FOR OCCASIONAL OR SHORT-TERM HOMEWORKING

## INTRODUCTION

While it is expected that [Company] employees will normally work from their regular work base, it is accepted that occasionally there will be circumstances where an individual and the Company agree that it is mutually beneficial for an employee to work from home.

This agreement represents a formal Homeworking Agreement between [Company] and the named employee to facilitate occasional or short-term homeworking. Including, but not restricted to, such contingencies as:

* disruption to normal travel to work arrangements such as a rail strike
* serious adverse weather
* completing a piece of work at home with minimum disruption
* office closure for refurbishment
* office closure due to widespread sickness such as a flu-type epidemic
* occasional ad hoc homeworking for other relevant reasons

Under this Agreement the Employee is not deemed to be a contractual homeworker, and the arrangement may be terminated at any time by the Company.

## THE AGREEMENT

1. This agreement represents a formal Homeworking Agreement for occasional or short-term homeworking between [Company] and <Name of Employee> (the Employee).
2. Except for those additional conditions expressly imposed on the Employee under this Agreement, all the Employee’s present terms and conditions of employment with the Company remain unchanged.

The Company has a duty of care to its employees and needs to ensure a risk assessment (including a workstation assessment) is carried out in the home environment before homeworking can be approved. The Employee therefore agrees to complete the attached Risk Self-Assessment form and note any potential hazards or difficulties; the completed form must be submitted to their line manager for approval. The Company will not approve homeworking if the Assessment does not meet the necessary Health and Safety criteria or until any necessary changes have been made to meet these criteria.

The Company will supply any necessary equipment such as a laptop, tablet or mobile phone which the employee must use on Company business unless it is specifically agreed with their line manager that they can use their own equipment for this purpose. If the Employee has a disability or special needs, they should discuss any reasonable adjustments, including equipment required to facilitate working from home, with their line manager.

The Employee must ensure that all Company property is used appropriately and responsibly and that all reasonable precautions are taken to prevent damage and theft. Any damage / theft caused through negligence (but not normal wear and tear) on the part of the Employee must be repaired / replaced at the expense of the Employee. If appropriate, the Employee agrees to inform their insurer of their homeworking status and ensure any additional insurance cover for this is initiated.

The Employee is responsible for ensuring that they have suitable telephone and broadband services where required, and for contacting their service provider in the event of any technical issues.

The Company will not pay any additional household costs such as electricity, lighting, phone line / broadband, rent, mortgage etc. as homeworking arrangements are agreed as a mutual benefit.

The Employee is totally responsible for ensuring occasional homeworking has no implications for their home insurance, mortgage / rent agreement, taxable benefits or any other such issues.

If the Employee has caring responsibilities, it is a requirement of this Agreement that they have adequate care arrangements in place for dependants who may be at home during hours where the Employee is required to work.

As a rule the Employee is expected to work in the same way, whether they are in the office or working from home. For example, if they would usually be available to answer the telephone, respond to emails etc. during certain times then they will be expected to do this when working from home, unless a change is agreed with their line manager.

Periods when the Employee can work from home will be agreed in advance with their line manager. No homeworking should be undertaken until specifically authorised in this way. The Employee must also attend their office (or other agreed site) when required to do so by their line manager even if this falls in a period where they are scheduled to work at home. There is no entitlement to work from home on specific days of the week.

Normal sickness absence reporting arrangements continue to apply during periods of homeworking.

Employees when dealing with Company business must not release their home address or telephone number to any non-Company individual. If a postal address needs to be given out, it should be that of the Company office. Arrangements should be made for the collection / forwarding of post. Only Company mobile telephone numbers or a Company office telephone number should be given out.

Under no circumstances are arrangements to be made for clients, customers or representatives to meet with the Employee at their home. All such meetings should be carried out on Company property or a similar professional setting in order to maintain the necessary level of professionalism and safety.

All documents, emails, files, e-messages and the like held by the Employee in their home supplied by or pertaining to [Company] remain the property of the Company at all times and must be made available on request from their line manager or other authorised person. The Employee also agrees to return all the Company property (physical and electronic) from home if changing their status to that of a non-homeworker (or on termination of their employment).

Security and confidentiality rules continue to apply to all business conducted on behalf of the Company. Homeworkers must ensure that data and documents kept at home are stored securely in a lockable cupboard/room and that computer-held data and documents are subject to security logins and virus protection. Confidential information must not be accessible to other members of the household. Confidential waste material must be securely shredded.

If occasional / short-term homeworking is approved, it will be subject to a trial period of at least one month and will be regularly reviewed by Employee’s line manager. In the event that homeworking is not deemed to be working effectively, it may be withdrawn at the discretion of the line manager.

Signed: Date:

(On behalf of [Company])

⬜ I confirm I have read, understood and will comply with the arrangements set out in this Homeworker Agreement.

* I confirm I have completed the attached Risk Self-Assessment form and discussed this with my line manager

Signed (employee): Date:

# HOMEWORKING AGREEMENT

# FOR OCCASIONAL OR SHORT-TERM HOMEWORKING

# Risk Self-Assessment

Employees who intend to work from home should use this Checklist. You should read through each note and flag up in the ‘employee comments’ section any areas where there may be potential hazards or problems and what you intend to do about them. Your line manager will need to be happy that your home environment is suitable for homeworking before this can be authorised.

**Name of employee (print):**

**Home address:**

**Date:**

|  |  |  |
| --- | --- | --- |
| **Guidance** | **Notes** | **Employee Comments** |
| 1. Temperature | The minimum temperature in a workplace should be at least 16C but a temperature of around 21-24C is normally considered comfortable for sedentary work. Are you able to provide and maintain this level of heating when required?  In hot weather a fan plus increased ventilation may be necessary to achieve a comfortable working temperature. Are you able to achieve a comfortable working temperature during periods of hot weather? |  |
| 2. Lighting | It may be necessary to use task lighting (a portable desk lamp or similar) to provide a suitable level of lighting. This will improve the light level where required without causing glare on your screen from ambient light. Do you have a desk lamp or similar? |  |
| 3. Ventilation | Is there adequate ventilation – for example if you have converted an area of your home into a study / office is there a means of providing ventilation? |  |
| 4. Fire | The equipment you use for work and the configuration of your working area should not obstruct your means of escape or the means of escape for others. It is a general recommendation that smoke detectors are installed and maintained in your home.  Paper is combustible and electrical equipment can be a source of ignition. Good housekeeping should be practiced to reduce the risk of fire starting or developing in your home.  For advice on fire safety at home refer to [www.firekills.gov.uk/](http://www.firekills.gov.uk/) |  |
| 5. Space | Is there sufficient space available? Can you move about freely without bumping, twisting, stepping over or climbing on things?  Is there suitable storage space available for the work and are the floor and walls designed to take any additional loading caused by the work and equipment? |  |
| 6. Electrical installations | The Company is responsible for the equipment it supplies. Electrical sockets and other parts of the homeworker’s electrical system are the homeworker’s responsibility.  Does your home electrical installation provide sufficient protection: fuses/ circuit breakers, and are there a sufficient number of sockets available? |  |

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| --- | --- | --- |
| 7. Security | Outline how you will maintain security and confidentiality. Data and documents kept at home must be stored securely in a lockable cupboard/room and computer-held data and documents should be subject to security logins and virus protection. Confidential information must not be accessible to other members of the household. Confidential waste material must be securely shredded. |  |
| 8. Work equipment **not** provided by the Company | It is advisable that you ensure any equipment used, which is not supplied by the company, is safe and fit for purpose. This requires it to be used and maintained in accordance with the manufacturer’s instructions.  List the equipment used for work activity but not supplied by the Company and indicate if it is safe and “fit for purpose”.  Please also outline your access to a stable broadband connection. What average download speeds are you able to achieve? |  |
| 9. Work related stress | Are there any factors about homeworking that you think might contribute to work related stress?  This could include:   * Domestic distractions * Level of access to supervision / guidance * Control over workload (over or under loading) * Not being able to contact colleagues * Poor phone / broadband reception * Not being able to resolve problems in a reasonable and timely manner * Concerns about your role * Concerns about working relationships * Control over working hours – separating home life from home working * Lone working and/or feelings of isolation |  |

**Workstation Assessment**

|  |  |  |
| --- | --- | --- |
| **1. Display Screen** | Are the characters clear and readable?  Is the text size comfortable to read?  Is the image stable i.e. free from flicker?  Is the screen’s specification suitable for its intended use? (for example graphic work may require large display screens)  Are the brightness and/or contrast controls adjustable to prevent eyestrain?  Is the screen free from glare and reflections?  Does the screen swivel and tilt?  Do you have adjustable window blinds?  It is recommended that if using a laptop for any prolonged period of work an external monitor should be used. |  |
| **2. Keyboard** | Is the keyboard adjustable?  Are the characters on the keys easily readable?  Are you able you look at the screen with your keyboard directly in front of you when seated at your computer chair, and find a comfortable keying position?  It is recommended that if using a laptop for any prolonged period of work an external keyboard should be used. |  |
| **3. Mouse, Trackball etc.** | Is the device suitable for the task it is used for?  Is the device positioned close to you?  Is there support for your wrist and forearm?  Does the mouse work smoothly at a speed that suits you?  Can you easily adjust the software settings for speed and accuracy of the pointer?  It is recommended that if using a laptop for any prolonged period of work an external mouse should be used. |  |
| **4. Software** | You must only use software supplied by the Company for work purposes. Is the supplied software suitable for the task? |  |
| **5. Furniture** | Is the work surface large enough for all the necessary equipment, papers etc?  Is it at a comfortable height so that you can achieve and maintain an anatomically correct posture? If you do not know what this means you should speak to your line manager.  Can you comfortably reach all the equipment and papers you need to use?  Are surfaces free from glare and reflection?  Is the chair stable?  It is recommended that the chair has:  • Seat back height and tilt adjustment  • Seat height adjustment  • Swivel mechanism  • Five star swivel base  Does the chair allow you to have your feet placed flat on the floor?  If your feet cannot be placed flat on the floor do you have use of a footrest?  Is the small of the back supported by the chairs backrest?  Are the forearms horizontal and eyes at roughly the same height as the top of the display screen?  Are your feet placed flat on the floor, without too much pressure from the seat on the backs of the legs?  Do you need to use a document holder to avoid neck and shoulder strain? |  |
| **6.Electrical supply** | It is recommended that you turn off the electrical supply to the computer after use, can you do this?  Is the plug for the computer in safe working order and free from discoloration or any visible damage?  Is the outer covering of the computer cable and wiring intact?  Is the outer covering of the cable securely covered at the point where it enters the plug?  Are there burn marks or staining on or around the plug/ socket where the computer is used?  Are there any trailing cables? |  |
| **Laptops / tablets** | Can you achieve an anatomically correct position, angling the screen so it can be seen clearly with minimal reflections? Do you ensure you take frequent breaks if work is prolonged? Laptops and tablets should be placed on a firm surface at the right height for use. |  |

The completed form should be submitted to your line manager, and you should discuss your comments with them.

**To be completed by line manager**

On the basis of the information above I agree / do not agree to the Employee working from home.

Signed:

Date:

Comments