

## WORKING FROM HOME POLICY

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## 1. Purpose

APIC acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances.

It is important that working from home arrangements are consistent with the needs of APIC and do not adversely affect other workplace participants.

## 2. Scope

This policy applies to employees, agents and contractors (including temporary contractors) of APIC, and does not form part of any workplace participant's contract of employment. Nor does it form part of any other workplace participant's contract for service.

## 3. Definitions

Item	Definition
<i>Home office</i>	A designated space for a workplace participant to work while at home
<i>Working from home</i>	Working away from a workplace participant's ordinarily contracted place of employment.
<i>Workplace Participants</i>	Employees, agents and contractors (including temporary contractors) of APIC

## 4. Principles

At APIC, working from home involves working part of the time away from the normal contracted place of employment. Only in exceptional circumstances will APIC permit a workplace participant to permanently work from home.

Whilst a workplace participant is working from home, contact is to be maintained with the College via electronic means, such as email, hand held communication device, fax, and telephone.

Each working from home arrangement is a cooperative arrangement between APIC and the workplace participant. APIC has the discretion to offer working from home to a workplace participant where it is appropriate in the circumstances.

Workplace participants may also apply to work from home and APIC will consider all applications. APIC however reserves the right to refuse an application where it is inappropriate in the circumstances

## 5. Eligibility Criteria

Not all workplace participants or all positions are suited to working from home arrangements. For this reason, workplace participants will only be offered working from home on the basis of their suitability.

Workplace participants who apply to work from home should be prepared to show their suitability.

The essential criteria for working from home includes (but is not limited to) the following:

- possession of computer literacy;
- the work can be performed off-site, for example:
  - data entry without the need for removal of APIC's paper based records;
  - engineering and design;
  - research and development;
  - drafting;
  - computer design and programming; and
  - sales.
- the presence of the skills, ability and knowledge to work autonomously; and
- an appropriate and safe workspace at home.

Working from home will generally not be considered suitable for the following types of positions:

- work that requires a high degree of supervision or monitoring;
- projects that involve a large amount of teamwork and daily face-to-face contact with other workplace participants;
- positions that carry responsibilities for training or supervising others; or
- positions where the workplace participant has little control over the flow of work.

A workplace participant is required to demonstrate that:

- efficiency will be maintained or increased as a result of the arrangement;
- the productivity of a workplace participant's team or work group must not be adversely affected;
- the level of customer/client service will be maintained or increased;
- home commitments will not detract from the performance of the work.

## 6. Working from Home Part-time

Where a working from home arrangement is approved, it will in most cases be on a part-time basis. Part of the arrangement will involve a workplace participant and the relevant manager agreeing on the number of hours or days that the workplace participant can spend away from the office.

## 7. Conditions for Working from Home

Working from home is not a formal workplace participant benefit or entitlement and APIC maintains at all times the right to terminate a working from home arrangement.

The following conditions apply to workplace participants who work from home:

- The workplace participant is required to provide work reports and attendance records as proof of work completed.

- The workplace participant is to be contactable during their agreed hours of work.
- APIC retains the right of access to the workplace participant at home.

Subject to prior agreement, on-site visits or inspections by officers of APIC may be made for work-related matters, such as supervision, collection and delivery of work, equipment maintenance, security or workplace health and safety assessment, and retrieval of equipment.

Workplace participants are required to designate a space for working while you are at home. This space could be a particular room (for example, a study) or a particular area of a room. The home office should have a desk and sufficient space to perform work. Workplace participants should not work in any area of their home, other than the home office.

### 7.1 Safe Working Environment

Workplace participants are responsible for ensuring a safe working environment. They are required to maintain the home office, including all equipment and other relevant areas (including entrance, bathroom and kitchen) in a safe condition at all times. Workplace participants are required to allow a person, appointed by APIC, to have access to their home office and related areas from time to time to allow them to conduct safety inspections.

Workplace participants are required to take reasonable care for their own health and safety and the health and safety of other persons who enter their home during work hours.

Workplace participants are required to notify APIC immediately if they become aware of any change in their working conditions or arrangement, or any risk to health and safety.

Notification should be made in accordance with the APIC Workplace Health and Safety Policy.

A workplace health and safety inspection may be conducted for all working from home arrangements. As a condition of granting a workplace participant permission to work from home, they are required to allow a person, appointed by APIC, to conduct a safety inspection of the home office, plus any other areas that may be used while working, for example, the home entrance, bathroom and kitchen. The purpose of the safety inspection is to determine whether the workplace participant will be exposed to risk of injury while performing work at home. Unless the risk can be minimised or eradicated to the satisfaction of APIC, the arrangement will not be approved or will be discontinued.

Subsequent inspections or checks may be required from time to time. How often inspections occur will depend on how often a workplace participant works from home and their particular working from home arrangement.

Where it is not practical to conduct a workplace health and safety inspection for an occasional working from home arrangement, a workplace health and safety check is to be conducted by the workplace participant. They will be provided with a workplace health and safety checklist which is required to be completed, signed and returned to the employer prior to commencing work from home.

Where the safety inspection or check reveals that adjustments are required to a workplace participant's home for safety reasons, they are required to cooperate with APIC in making the adjustments. A workplace participant will not be permitted to work from home, until the required adjustments have been made.

Generally, a workplace participant will be responsible for making adjustments to their home office and related areas. APIC may reimburse at its own discretion, the workplace participant in part or in full for adjustments required to make their home safe in relation to compulsory working from home arrangements, where APIC considers this reasonable.

APIC will not finance any structural changes to a workplace participant's home.

If there is an accident or a workplace participant is injured while working from home, the accident or injury must be immediately reported to management. APIC may investigate the accident or injury. The workplace participant is required to agree to allow a person, appointed by APIC, to access to their home for the purpose of conducting such investigation.

## 8. Equipment Provided by APIC

APIC will provide the necessary equipment to allow the workplace participant to perform work from home. The equipment required will depend on the particular needs of the workplace participant, the equipment they currently have and their particular working from home arrangement

Generally, for regular working from home arrangements, APIC will provide the following equipment:

- safety equipment, including a fire extinguisher and first aid kit;
- office furniture, including a desk, chair, lockable filing cabinet;
- PC (either desktop or laptop, depending on the job requirements) loaded with appropriate software;
- all-in-one fax machine, printer, copier and scanner; and
- office supplies such as paper, pens etc.

If the workplace participant believes additional equipment is required in order to effectively perform their work duties or for safety reasons, they are required to notify their manager in writing, who will consider the request.

Any equipment provided by APIC remains the property of APIC at all times. The workplace participant is required to use the equipment for legitimate College purposes only. They are required to not use APIC property for private use and must not misuse or damage APIC property. The workplace participant is required to return all equipment upon termination of the working from home arrangement with APIC.

## 9. Responsibility for APIC Property

If any repairs are necessary to APIC furniture or equipment, the workplace participant is required to let their manager know as soon as possible. APIC is responsible for general 'wear and tear' of APIC property, however, if the workplace participant or another person at their home misuses or recklessly damages APIC property they agree to reimburse APIC for the reasonable cost of repair or replacement of the property.

In relation to any PC provided by APIC, the workplace participant is required to comply with any applicable APIC policies or procedures relating to internet, email and computer usage,

including any social media policies. They are required to also comply with the terms of any licence or software as well as computer virus and protection requirements.

APIC is not responsible for any damage caused to the workplace participant's personal or real property during the course of performing work at home.

## 10. Expenses

### 10.1 Telephone

In relation to telephone expenses for working from home arrangements, APIC may agree to pay the cost of installing a separate College telephone line. Alternatively, APIC will reimburse the workplace participant for any College telephone calls or faxes on their private telephone line. In order to claim reimbursement, the workplace participant is required to complete a reimbursement form and attach an itemised telephone bill with College transactions highlighted.

Where APIC pays for installation of a separate College telephone line at the workplace participant's home, it must only be used for legitimate College purposes, not for private use. APIC will pay the costs of telephone expenses on the separate College telephone line. APIC may monitor use of the College telephone line to ensure it is not used for private purposes. As a condition of this arrangement, the workplace participant agrees to provide APIC with all the telephone bills for any separate College telephone line. The workplace participant further agrees that upon termination of the working from home arrangement, the termination of employment, or as otherwise required, they will do all things necessary to immediately cancel the separate telephone line.

### 10.2 Postage

APIC will reimburse the workplace participant for any postage and facsimile costs used for College purposes. In order to claim reimbursement, the workplace participant is required to keep a record of all College postage and facsimile transactions and complete a reimbursement form attaching itemised details of postage/faxes and tax invoices.

### 10.3 Utilities

Workplace participants are required to pay their own home utilities such as electricity, water, gas, heating, air-conditioning, home maintenance, insurance etc.

APIC may pay a flat rate allowance for utilities where it considers it reasonable to do so. Where part days are worked from home, the workplace participant may be paid the utilities allowance on a pro-rata basis for the hours worked in accordance with their working from home arrangement.

### 10.4 Insurance

Workplace participants are required to take out and maintain in force at all times, the following insurance policies:

- occupier's liability insurance, to a minimum amount to be agreed between APIC and the employee; and

- home contents insurance, to a minimum amount of to be agreed between APIC and the employee, which effectively covers APIC property.

The workplace participant is required to produce to APIC, whenever requested to do so, evidence of an acceptable occupier's liability insurance policy and home contents insurance policy which includes loss, theft, or damage of APIC property.

## 11. Terms and Conditions of Engagement When Working from Home

A workplace participant's terms and conditions of engagement remain the same when working from home. This includes hours of work, remuneration and, in the case of an employee, leave entitlements/accruals. A workplace participant is required to perform their work duties effectively and efficiently, as if they were working in the office. Contracting out or delegating work duties to others without the express written permission of the relevant manager is strictly prohibited.

Workplace participants working from home will be provided with the same formal training, development, promotion, and career development opportunities as other workplace participants. However, as a practical matter, working remotely may limit a workplace participant's access to colleagues and resources which may assist with their development. Workplace participants are responsible for their own career advancement. Accordingly, it is a workplace participant's responsibility to liaise with their manager about training, development, promotion and career development opportunities while working from home.

## 12. Children or other Family Members at Home

If a workplace participant has children at home or other family members who require care or support while the workplace participant works from home, appropriate care for them is to be arranged during working hours. Working from home is not a replacement for childcare or other care. If a family member requires a workplace participant's care or support due to their illness or injury, then an appropriate form of leave, for example carers' leave should be taken, rather than working from home.

In some circumstances, it may be acceptable to work from home while a family member or a household member is present. For example, if a child is old enough to require minimal supervision. In these circumstances, a workplace participant is required to obtain prior written approval from the relevant manager.

## 13. Reporting

Reporting is a critical part of any working from home arrangement. The relevant line-manager will, as far as possible, provide advice concerning the required reporting arrangements prior to commencement of the working from home arrangement. A workplace participant is required to report to the relevant line-manager what work has been completed while working from home and comply with any reporting requirements, for example providing written reports, compiling work sheets etc. If a workplace participant does not comply with reporting requirements, the working from home arrangement may be terminated.

## 14. Communication with Staff

Workplace participants are required to inform other team members and line-manager of the hours/days the working from home arrangement applies and appropriate contact details. If a workplace participant is working from home regularly, they are required to maintain regular communication with their manager and work team while working from home. It is a workplace participant's responsibility to ensure their work team can effectively communicate with them while working from home and that the workplace participant is available to discuss work matters if required.

Workplace participants working from home may be required to attend work from time to time. Even when a workplace participant regularly works from home on designated days, they may be required to attend work on those days. Workplace participants may be required to attend staff meetings, announcements, client functions, employee training, in case of emergencies or where other work commitments arise.

## 15. Termination of Working from Home Arrangements

If a workplace participant is not happy with the working from home arrangement for whatever reason, management should be informed as soon as possible.

The arrangement may be reviewed to address concerns or terminated where appropriate.

Working from home arrangements will be reviewed on a regular basis to ensure they are operating effectively, meet the requirements of the College and do not adversely affect other workplace participants.

If APIC does not wish to continue the working from home arrangement for whatever reason, it may review or terminate the arrangement at any time. APIC does not require a workplace participant's agreement to terminate a working from home arrangement. If APIC terminates a working from home arrangement, the workplace participant will be given at least 24 hours' notice.

If a workplace participant working from home arrangement is terminated or ends for any reason (including at the end of a trial period) they are required to return all APIC equipment within 14 days. Further, the workplace participant is required to do all things necessary to immediately cancel the separate telephone line (if applicable).

## 16. Security of Information and Property

As a remote user, a workplace participant will be provided with access to and use of APIC property, equipment and information, including the APIC network. By accepting and using remote access privileges, a workplace participant has a shared responsibility with APIC to protect APIC property, equipment and information against theft, unauthorised access and destruction.

Workplace participants are required to take all reasonable precautions to secure APIC property, equipment and information (both paper and electronic) within their home. This includes taking all reasonable precautions to prevent unauthorised access and use of such property, equipment and information.

A workplace participant’s obligation to maintain confidentiality in relation to APIC information continues while working from home, and is the same as if working in the office. However, given the potential security issues, a workplace participant is required to take extra care to ensure confidential information is properly protected.

### 16.1 Steps to secure APIC property, equipment and information

Workplace participants are required to ensure that they properly secure their home. Accordingly, if requested by APIC, a workplace participant is required to allow a person, appointed by APIC, to access their home and conduct a security assessment. If possible, the home office should also be lockable. For example, a workplace participant may be required to install a separate lock on the home office door.

A workplace participant is also required to ensure appropriate security systems are in place on their PC (such as passwords) in accordance with APIC’s requirements. Workplace participants are required to not disclose their password to any person, including family or household members.

## 17. Breaches

When working from home, a workplace participant is required to comply with the terms and conditions contained in this Policy. Workplace participants will be required to enter into a formal working from home agreement with APIC, recording the specifics of the working from home arrangement.

Employees of APIC who are found to have breached this Policy, they may be subjected to disciplinary action in accordance with relevant APIC policies. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Contractors or agents of APIC who are found to have breached this Policy may have their contracts with APIC terminated or not renewed.

## 18. Document Change Control

Version	Change Description	Date	Author
1.0	Put in the new policy format	15 December 2016	Corinne Green