**VEEVE Working from Home Policy**

Introduction

Veeve recognises that some employees may need to work from home, either as part of their Contract of Employment or on an ad hoc basis. There is no statutory right to request home working unless the request is made under the provisions of the Flexible Working Policy.

Ad Hoc Home Working

Working from home on an occasional basis may be authorised for:

* Completing a particular project requiring a work environment free from interruptions.
* Occasional difficulties with travel arrangements, such as extreme weather conditions or strikes.
* Other ad hoc circumstances

The work itself must be able to be undertaken at home and your absence must not cause an additional workload for colleagues.

This type of home working must be authorised by your Line Manager.

Regular or Contractual Home Working

Regular home working will cause a variation to the Contract of Employment and must be formally applied for.

You may request home working arrangements through your Line Manager in writing. If the application is part of a formal flexible working request then the Flexible Working Policy must be used.

Managers will consider equally all requests for home working. They will also assess each individual application against specific criteria which are detailed below. You will be informed in writing of the Company’s decision.

Approved home working arrangements will be subject to a trial period of three months before final agreement. This trial period may be extended if appropriate.

There is no automatic right for an employee to work from home.

Home Working Criteria

In determining an application to work from home, your Line Manager will consider as very important the following:

* Your individual circumstances. This provision will particularly relate to you if you are making an application as part of your right to request flexible working.
* Serious medical conditions. The Company will have regard to its obligations under the Disability Discrimination Act 1995 and home working may be agreed as part of the Company’s obligation to provide reasonable adjustments.
* The work itself must be able to be undertaken at home.
* The working pattern must be cost-effective.
* Regard must be had to any increased workload (e.g. management tasks) which may fall on your colleagues.

Your Line Manager will also consider the following personal criteria:

* General reliability/self-motivation.
* Time-keeping record.
* Disciplinary record.
* Length of service.
* Travel time and cost.
* Level of relevant experience.
* Notified complaints.
* Sickness/absence record over the period of employment.
* Outstanding operational issues over the period of employment.

To assist the assessment process, you must demonstrate the reasons for the application and, if necessary, provide any supporting documents so that your Line Manager can consider the request properly. The above criteria aim to be objectively measurable and provide guidelines in terms of establishing evidence to support an individual application. They may also be used to monitor and review the continued viability of home working.

Working and Caring Commitments

Home workers must separate domestic and work commitments as far as is practicably possible. Should you have caring responsibilities, you will be required to demonstrate that these care arrangements do not conflict with work activities. Your Line Manager must be informed as soon as possible of any changes to caring arrangements that have implications for the work being undertaken from home.

Health and Safety Risk Assessment

If required, every applicant who makes a formal application for home working will agree to a Health and Safety Risk Assessment being carried out at their home to identify any adjustments or equipment that may be necessary for them to carry out the work in a safe environment.

The Company will provide advice and guidance documentation on request to assist with health and safety risk self-assessment.

Terms and Conditions of Service

Home workers will receive the same Terms and Conditions of service as employees that carry out the same or similar work inside the workplace. Home working is not a contractual right and it will not be available to everyone. Home working arrangements can only be approved where it can be operationally justified and you can meet the criteria specified.

Hours of Work

You are expected to fulfil the number of hours per day and week as outlined in your Contract of Employment.

You must be available by telephone, and be available should clients or colleagues wish to make contact with you directly during working hours.

Your Line Manager will be responsible for ensuring that adequate arrangements are put in place for the co-ordination of work. Additionally, there must be regular communication with work colleagues and periodic attendance at the office location.

The Company reserves the right to visit you at home at agreed times for work-related purposes, including health and safety matters. It is a condition of any home working agreement that you agree to accept such visits.

On request, you are required to attend the workplace for purposes such as meetings, briefings, training, performance assessment, client visits, business-related meetings, disciplinary, grievance meetings or any other operational reason. You must be flexible in attending the office when requested.

The Working Time Regulations 1998 provides that a worker's average working time, including overtime, shall not exceed 48 hours for each seven-day period (to be averaged over a period of 17 weeks). If your working hours are likely to exceed this amount when working remotely/from home, you must discuss this immediately with your Line Manager.

Security and Confidentiality

The terms of the Company’s Social Media Policy continue to apply whether you work at the office or at home.

You must also ensure the security and safekeeping of any confidential information provided by the Company. Such information should not be accessible to family or visitors.

You are reminded that, whilst working in the remote/home environment, you are bound by the terms and conditions relating to confidential information in your Contract of Employment.

Insurance

Equipment supplied by the Company to those working from home is covered under the Company Insurance Scheme against theft, fire and damage.

You will be required to inform your Home and Contents insurer that additional IT equipment has been provided and that you are working from home. The Company will not be responsible, in any circumstances, for any additional premiums requested by your insurer as a result of the equipment loaned to you.

Terminating the Home Working Agreement

Either party may terminate the Agreement by giving four weeks’ notice to the other in writing. Both parties may agree a shorter period of notice. Where remote/home working arrangements are terminated, your Line Manager is responsible for making arrangements for you to resume your work activities within the workplace. Generally, your Line Manager may terminate the Agreement if you are unable to maintain standards in accordance with the stated criteria as detailed above. Furthermore, the arrangement may be withdrawn for a business, technical or organisational reason.

Employee Responsibility

It is the responsibility of each Employee to take reasonable care to ensure the safety and security of equipment and to maintain the working environment to the agreed health and safety standards.

Employees who work from home will be covered by the terms of the Company’s Disciplinary Procedure. As there is a need to balance work and home life, you should inform friends and family about your home working arrangements to ensure interruptions are kept to a minimum during the hours you are required to work from home.

Multiple Applications

You may apply for remote/home working on more than one occasion. However, where you have had an application turned down, or have been accepted but subsequently declined the offer, unless expressly authorised or invited to apply again by your Line Manager, no further application can be made within the next 12 months. Time will run from the date of notification of the denied application or declined offer.