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## HOME WORKING POLICY

TD-HR-POL-13

# DOCUMENT CONTROL

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Date	Revision	Reviewer	Amendments
28/04/2021	01	Rob Hunter	Drafted
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# 01| INTRODUCTION

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Morrison Telecom Services, Magdalene and Avonline Networks ('we', 'our', 'us') recognise the benefits that agile and home working can bring when operated correctly. This policy therefore outlines our approach to managing home working arrangements.

The purpose of this policy is to:

- explain our default position to base locations and agile working
- outline some important considerations for home working
- set out your responsibilities when working from home

This policy applies to you if you are our employee.

# 02| BASE LOCATION AND AGILE WORKING

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As the default position, you will always be assigned to one of our offices or depots as your 'base location' unless you are genuinely home-based working full time from home.

Notwithstanding your base location, with prior agreement from your line manager, you may be able to carry out some work from other locations on a rotational basis, which could include your home address provided it is fit for work purposes. This is dependent on what role you carry out and subject to an ongoing review.

We may need to stop, amend or pause any agile or home working arrangements for reasons such as you changing job, where your performance is not adequate, where your home working space becomes unsuitable or where business needs change.

# 03| SUITABILITY FOR HOME WORKING

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You may not work in a role that is suitable to allow you to effectively work from your home. Equally you may not have the skills or physical space to permit such a change. We would normally consider whether:

- the work can be done effectively from home;
- your performance would be reduced by working from home;
- you have the necessary organisational and time management skills;
- you are able to work without direct supervision;
- your colleagues would be adversely impacted by you working from home;
- you will be able to manage potential conflicts between work and personal affairs;
- you have dedicated and appropriate physical space to work effectively and safely;
- the arrangements fit with the wider team and business;
- there are any confidentiality or data protection considerations; and
- you will need to care for children or other dependants during working hours.

This is a non-exhaustive list but highlights some important considerations.

We will work with you to carry out an appropriate assessment of your workstation and working area in order to help highlight and overcome any risks or issues.

## 04| YOUR RESPONSIBILITIES

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Subject to the considerations above, if you do carry out some work from home, then you are responsible for:

- taking rest breaks in accordance with the Working Time Regulations 1998;
- maintaining regular contact with your manager and your team;
- booking/taking holiday and reporting sickness/other absence in the normal manner;
- checking that your insurance, mortgage and/or rental agreements permit you to work from home;
- paying for telephone, internet and other energy charges for your household;
- securing all documents and information associated with our business;
- providing the necessary infrastructure to support home working (e.g. an appropriate desk and chair);
- working in a safe manner which complies with health and safety requirements; and
- allowing your home working space to be visited at a pre-agreed time for work-related purposes (e.g. health and safety assessment).

## 05| FULL TIME HOME WORKING

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If, following a formal flexible working request, it is agreed that you will be home-based and work full time from home, then the minimum expectations listed above will still apply. The only exception is that we will provide and maintain the equipment necessary for you to carry out your job at home.

You may be required to visit business premises for purposes such as training, 1-2-1s and team briefings, but these will be agreed with you in advance.

## 06| POLICY CHANGES

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We reserve the right to amend this policy as our business requirements dictate. In any case we will review it annually and when organisation or legislation changes affect the policy content.

## 07| FURTHER ADVICE

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If you need clarification or further advice on this policy, please contact the Human Resources Department.