

TwinSpark Work from Home policy

At TwinSpark, the keys to success are no different from managing an employee face-to-face, that is; communication is paramount.

An application for a Working from Home (WFH) arrangement is considered on a case by case basis by the Supervisor for subsequent consideration and approval by the Managers. The opportunity to work from home is not an entitlement and can only occur by formal agreement between the Company and an employee.

A WFH arrangement is a formal arrangement with the working arrangements clearly documented. The Manager is responsible for ensuring that the requirements under these guidelines have been satisfied prior to approving an application for a WFH arrangement. All of the working conditions at the home based worksite need to be negotiated and thoroughly documented. Careful planning and consultation is needed to maximise the benefits to the Company and the employee.

1. Policy Statement

The employer recognises that there may, on occasion, be circumstances when it would be more beneficial or flexible for employees to work at home, either on a permanent basis, or in order to complete a particular task, for example a special project or funding bid, however, it is not possible to offer home working to all employees as the requirements of some jobs will not be suitable for such arrangements.

This policy deals with situations where:

- occasional one-off home working situations where the employee prefers to work from home and has an option.

2. Agreement to work from home

Where an employee makes a request, prior permission is required before an employee can work at home. The employee should make the request to their manager. Serious consideration will be given to any such requests and a decision regarding the suitability of working at home will take into account all relevant circumstances. The decision of the manager is final.

The employer reserves the right to withdraw their approval for home working if they believe its use is being abused or for any other reasonable needs of the employer to carry out its business.

3. Qualifying Conditions

Working at home is totally dependent upon certain criteria being fulfilled, these being that the employee:

- Has obtained prior agreement for home working from her/his manager.
- Has a contact telephone number, Wi-Fi connectivity and is available to be contacted during the working hours/ client calls over telephone, google hangouts/skype
- The work from home is not being clubbed (preceding or succeeding) with the weekly off days, company holiday or any paid time off by the employee
- Does not have other commitments with the employer, or elsewhere at that time, including dependent care responsibilities that would conflict with the requirement to work. It is not considered appropriate to combine home based working with dependent care.

- Has notified both her/his manager of her/his hours of work and location.

4. Working Arrangements

4.1 Workload, reporting and monitoring

For one-off home working, the precise project or task must be agreed beforehand. The employee when applying for a work from home will clearly de-lineate his/her planned task list for the day. The employee must submit a detailed list of work undertaken or completed during the day he/she was working from home. This report must be submitted on the same day ideally or the next calendar day.

4.2 Equipment

Employees who are required to work from home would normally have all equipment and associated costs covered by the employer. Where an employee chooses to work from home, and this is agreed by the manager, they would normally provide their own equipment.

Any equipment provided by the employer for the purposes of working at home such as mobile phone will be inspected and maintained by the employee. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and the IT policy. They must ensure that any such equipment provided is returned at the end of the arrangement. Any equipment must NOT be left unattended in any vehicle at any time.

4.3 Confidentiality and access

Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors. TwinSpark staff should have access at a reasonable time to equipment and any paper records kept at an employee's home.

4.4 Review of home working arrangement

At any time, the agreement to work from home may be reviewed by the employee or TwinSpark. This policy is also subject to review and does not form part of any contract of employment.

5. Reporting Sickness Absence

In the event that the employee is sick during a period of working at home then the normal employer's sickness reporting rules must be followed.

6. Compliance

Failure to comply with any aspect of this policy or related policies may constitute a disciplinary offence.