



HUMAN HABITATS

REMOTE WORKING

Executive Policy
November
2024

Policy Summary

Policy Name: Remote Working Policy

Attributable to: Executive Policy Only - Staff members (>3 months employment)

Human Habitats recognises value in offering flexibility to allow employees to work from locations other than their primary residence, in addition to our Flexible Working Policy and relevant statutory obligations. This policy outlines the guidelines for the application process and approval of remote working requests, and management of employees working remotely. This policy is for HH Directors to reference when considering remote working requests. For the avoidance of doubt, a remote working request / arrangement is not the same as a flexible working arrangement / request made under the Fair Work Act 2009 (**FW Act**).

This Policy does not impact upon any rights employees may have to request a flexible working arrangement under the FW Act (see Flexible Work Section below).

Eligibility

All employees (excluding casual employees) who have been given access to the Flexible Work Policy at their 3-month review meeting due to satisfactory performance (*See Probation Policy*).

Definition

Remote working is defined as working a full work day from a location other than the office and the employee's primary residence. All parameters and requirements that apply for employees in the FWP policy apply to remote working.

Conditions of Policy

Employees must satisfy the following conditions/prove they can satisfy the below requirements before applying:

- There will be no decrease to or impact on their productivity;
 - There are no client or other important meetings or commitments while they are away;
 - That they have a suitable place to work and suitable setup;
 - That they will have access to reliable internet and understand that if any point they do not, this time may need to be taken as leave; and
 - The Company is satisfied that the employee's proposed remote work location is free from risks to health and safety as far as reasonably practicable.
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Application Process

Employees must email their request to work remotely to their Performance Manager allowing adequate notice and time for the request to be considered. Length of notice may form part of the final decision. Employees will be required to show evidence that they can satisfy the conditions of this policy as above.

The Company may undertake an inspection of the employee's remote work location before agreeing to approve a remote working arrangement. The employee will be responsible for rectifying any safety issues prior to remote work commencing. Employees who work remotely are required to take reasonable care for their own



health and safety and the health and safety of others. Employees are also required to follow directions from the Company relating to health and safety while working remotely.

Employees who work remotely must comply with privacy and confidentiality obligations in connection with their employment, including taking appropriate precautions to maintain confidentiality when working remotely.

Approval Process

Approval of applications that meet these conditions is *not a right or entitlement*. This policy is only an executive policy and a guide for management discretionary decision making.

Approval of requests is *solely the discretion of the Performance Manager* on a case by case basis.

Remote Work from HH Offices

Employees are welcome to work remote from HH offices other than their primary office i.e Melbourne based employees working from the Brisbane office. In these cases, employees will need to provide sufficient notice to their Performance Manager.

Flexible Work (FW Act)

HH must treat separately remote working requests (made under this policy) from flexible working requests made under the FW Act. Remote working policy (as defined here) applies in addition to any requests made pursuant to the statutory rules. For example, any permanent employee (and certain eligible casual employees) who have been employed for at least 12 months have a right to request a flexible working arrangement if they:

- Are the parent, or have responsibility for the care, of a child who is of school age or younger;
- Are a carer;
- Are a parent returning to work after taking leave in relation to the birth or adoption of a child;
- Are 55 years or older;
- Have a disability;
- Are pregnant;
- Are experiencing family or domestic violence; and / or
- Provide care or support to a member of their immediate family or household, who requires care or support because they are experiencing family or domestic violence.