# Home Workers Self-Assessment Checklist

This checklist is to be completed by all staff who may work from home from time to time on a limited or ad-hoc basis and does not constitute a formal flexible work agreement or approval.

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| 1. Home Office | Yes | No |
| Has your home office address been updated in WorkWise? |  |  |
| Is there a room dedicated as a home office? |  |  |
| Are the entrances/exits to the area and floor coverings free of obstacles and trip hazards? |  |  |
| Is there is a First Aid Kit in the vicinity of the home office? |  |  |
| Is the home protected by a circuit breaker and/or if there is surge protection available for the computer? |  |  |
| Are adequate measures taken to prevent theft or damage of Moody’s equipment? |  |  |
| Is there a working smoke detector and fire extinguisher in the vicinity of the home office? |  |  |
| Do you have a valid home and contents and/or tenants liability insurance policy? |  |  |

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| 2. Working Equipment/Workstation | Yes | No |
| Is the equipment supplied suitable for the job being performed? |  |  |
| Does the workstation comply with Ergonomic Guidelines and the Ergonomic Workstation Checklist? |  |  |
| Is a laptop, a monitor stand, an external keyboard and a mouse being used? |  |  |
| If phone is used extensively, is there provision for a headset? |  |  |
| Are frequently used items within an arm’s length and below shoulder height from you ? |  |  |
| Are you aware of safe work practices, i.e. pause breaks, postural stretches, pacing of work duties? |  |  |

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| 3. Environment | Yes | No |
| Is the lighting suitable for the tasks performed? |  |  |
| Is the temperature and airflow comfortable? |  |  |
| Is the noise level conducive for concentration? |  |  |

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| --- | --- | --- |
| 4. Security | Yes | No |
| Are all accessible IT equipment password protected and locked when unattended? |  |  |
| Do you have means to make regular contact with the office? |  |  |
| Have you established an emergency contact if the above fails? |  |  |
| Are there functioning locks on doors and windows? |  |  |

In the event that issues are identified and requirements are not met in the above checklist, Moody’s may not approve a staff member to work from home.

## Employee Responsibilities

* You must complete this Home Workers Self-Assessment checklist at the best of your knowledge
* You will continue to remain bound by your terms of employment and all Moody’s policies and procedures including (but not limited to) the Moody’s Code of Business Conduct.
* You acknowledge and agree that Moody’s will not assume any liability for loss, damage or wear and tear upon Employee-owned equipment, fixtures or fittings or other items/equipment used by the Employee whilst working from home.
* You must notify your Manager should there be any changes to the Home Work Area that may affect health and safety. Such changes include but are not limited to, change of address, renovations, changes to furniture or equipment, etc.
* You must maintain a safe work environment and fulfil work duties efficiently and safely at all times.
* You must be available during the agreed work hours and may be required to return to the office to perform duties upon request and business needs.
* Have emergency contact details displayed in an easily accessible area and maintain updated emergency contact details in WorkWise.
* You must immediately report any injuries or incidents.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Name of Employee: )