1. Scope

# **This policy is provided as a suggestion and does not constitute legal advice.**

1.1 This policy, dated March 2020, will apply to you if you are an employee being asked to homework during the Corona-crisis.

2. 2. Policy Statements

2.1 This is an emergency Policy in response to the COVID-19 Government “Guidance on Social Distancing for Everyone in the UK” updated 23 March 2020”.

2.2 This Policy will remain in place until further notice and sets out expectations and behaviours during enforced homeworking. This policy is not a variation to your Contractual terms but a temporary policy on Home Working.

2.3 This policy does not address short time working or lay off rules.

3. 3. Definitions

3.1 ‘COVID-19’ is an illness affecting lungs and airways which is caused by the Coronavirus. Coronavirus was classified as a Pandemic by the World Health Organisation on 11 March 2020.

3.2 The ‘Coronavirus Period’ is the period from 23 March 2020 and is in place at the current time until further notice.

3.3 A ‘COVID-19 Home Worker’ is an employee asked to work from home during the Coronavirus Period.

3.4 ‘Company Property or Equipment’ means [list items such as laptop, phone, stationery etc]

4. 4. General

4.1 Nothing in this policy allows or implies that as a COVID-19 Home Worker you can work from home on a permanent basis. This policy cannot be relied upon in any future formal request for Flexible Working.

4.2 As a COVID-19 Home Worker you must ensure we have your current contact details including mobile phone number, home address, home telephone number, personal email and next of kin contact information.

4.3 As a COVID-19 Home Worker you are expected to work to the same standards and professional requirements as you have done previously throughout your employment.

5. Working Time & Hours

5.1 As a COVID-19 Home Worker, you are expected to work your normal contractual hours and to report any issues in meeting your contractual working hours.

5.2 As a COVID-19 Home Worker, if you feel unwell or are unable to work, (including reasons of needing to homeschool) this must be reported to your manager as soon as possible so that we can assist you or vary your working hours or work load.

5.3 As a COVID-19 Home Worker you must ensure you manage your rest breaks in line with the Working Time Regulations and your normal working conditions.

5.4 As a COVID-19 Home Worker you are able to book and take any annual leave by following the usual process.

6. Company Property & Equipment

6.1 As a COVID-19 Home Worker you will be provided with necessary equipment to undertake your role at home. By accepting this property, you agree to look after these items to an acceptable standard.

6.2 As a COVID-19 Home Worker you agree to be responsible for all equipment and property provided to you for this purpose.

6.3 COVID-19 Home Workers may not use company equipment for personal use or permit others in their home to use company equipment. No passwords may be disclosed.

6.4 COVID-19 Home Workers must report IT problems, viruses, thefts, damage or issues with any company equipment upon them being discovered.

7. Household Bills & Insurance

7.1 As a COVID-19 Home Worker you agree there is no reason, including clauses in a rental agreement or mortgage, which forbids you from working from home.

7.2 As a COVID-19 Home Worker you agree that relevant Home Insurance is in place covering

(a) working from home and

(b) the value of company equipment in your possession.

7.3 As a COVID-19 Home Worker you understand that you are [not entitled to receive a home working allowance due to the temporary and enforced nature of homeworking designed to save roles during the Coronavirus Period] or [entitled to receive a home working allowance of £x per month during the Coronavirus Period as a contribution towards household bills and internet costs].

8. Professional Behaviour

8.1 As a COVID-19 Home Worker you understand you are subject to the same rules and codes of conduct as those which are usually in place [with the exception of our policy on dress code].

8.2 As a COVID-19 Home Worker you agree to look after company equipment for its safekeeping including keeping its passwords private and avoiding any misuse.

9. Communication

9.1 As an employer of COVID-19 Home Workers we understand that communication during this Coronavirus Period is key for business reasons and for the mental health of our employees. Specifically, this means we are committed to;

(a) Regular updates and phone calls

(b) Sourcing any systems for regular and easy contact

(c) Listening and understanding any issues arising and finding solutions

(d) Facilitating contact with colleagues as much as possible

10. Working Environment

10.1 It is recommended that where possible, you are able to assign your own working space within your home, even if this is a dedicated corner, which is;

(a) quiet and distraction-free

(b) has adequate internet connection

(c) where you can dedicate your full attention to your role during working hours

11. Confidentiality & Data Protection

11.1 As a COVID-19 Home Worker you are expected to comply with all Company Data Protection rules, GDPR, privacy notices and policies

11.2 As a COVID-19 Home Worker you agree to keep all company property, confidential information and equipment secure and private at all times.

12. Termination of this Policy

12.1 Whilst it is hoped the Coronavirus Period will end as soon as possible, we reserve the right to terminate this policy at any time, however this policy is likely to come to an end by the following events;

(a) You not being able to work from home any longer for any reason (including sickness)

(b) Government guidance authorising a return to work which is supported by us.

13. Mental Health & Support

13.1 Any COVID-19 Home Worker who feels anxious, stressed or isolated is asked to contact their manager, or any manager, as soon as possible. We are committed to supporting all staff and their physical and mental health and their families in any way we can at this difficult time.

13.2 There are a number of free helplines available to support employees including local area council helplines (which can be found online), including assistance with any Debt including from the charity StepChange (www.stepchange.org), help on Immigration (www.freemovement.org.uk), and healthcare from NHS 111 (www.111.nhs.uk) if you are experiencing potential Coronavirus symptoms.

14. Equal Opportunities

14.1 As an equal opportunities employer we are committed to treating all staff fairly and objectively. Decisions are made without reference or consideration to any protected characteristic.

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