



POLICY

HOMEWORKING

REVIEWED POLICY MARCH 2023

Wellhouse - The Place To Be

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Linked Policies/Procedures

1.	Disciplinary Policy
2.	Health & Safety Manual
3.	Remote Working Policy

1. Vision and values

Wellhouse – the Place to Be.

This simple statement is our vision of Wellhouse as an attractive place where people feel happy and safe, benefit from having a good home and an attractive environment and feel proud to be part of a vibrant community.

We believe that our values of **Trust, Honesty and Integrity, Excellence, Accountability and Sustainability** supported by a comprehensive policy framework will help make our vision a reality.

2. Governance

Wellhouse HA is a community controlled registered social landlord and is managed by a group of local people who are elected onto the Management Committee. Their role is to make sure that the Association is well run, meets the needs of the local area and is responsive to what is important to local people.

The Management Committee appoints senior staff, agrees all the Association's policies and takes all the key decisions. The Director and the senior team support the Committee in these responsibilities.

3. Policy Aims

- Benefit the business from creative solutions, ideas and projects by giving staff the opportunity to do these at home, without interruptions
- Not to compromise the usual level of service offered to our customers
- Set out the parameters to ensure the above conditions are met

4. Equal Opportunities Statement

We aim to ensure that all services, including the delivery of this policy, provide equality of opportunity.

We will respond to the different needs and service requirements of individuals. We will not discriminate against any individual for any reason, including age, disability, gender re-assignment, marriage, civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or other status.

5. Introduction

Home working is a type of employment arrangement where staff members can do work at home instead of their workplace. It is an increasingly popular arrangement in the UK and realising the potential benefits from it, many employers operate it on various conditions.

There are two types of home working:

- *Contractual* home workers are employees based at home on a regular basis either for all their working week or part of it.
- *Occasional* home workers spend the majority of their time at their workplace but now and then may work from home, normally to perform a specific non-routine task that requires a high level of concentration with minimum interruptions. It can also be used in specific circumstances where an employee cannot get to their workplace but could still do the work (for instance an injury or bad weather). It is up to the employer to set parameters for occasional home working and determine each request on its own merit. This type of arrangement does not require contractual change and it can be withdrawn at any time.

Occasional home working is a much more common arrangement within British organisations with many employers recognising the flexibility and benefits it can bring to both the employer and the employee.

6. The Policy

Policy Conditions

Home Working Parameters

Wellhouse HA believes a model of blended working is best for front line workers. This means a mixture of remote and onsite working, which brings the most benefits for both business and employees. It allows for continuing face to face social interaction, collaboration, along with enjoying the benefits of remote working. For this reason, remote working will be for between 1-3 maximum days per week (pro-rata), as long as business and service delivery needs are met and enhanced. Those limits are absolute and cannot be breached. The only situation where they could be waived is if bad weather or injury prevents the employee from being able to commute to/attend but the work could be done at home.

Line Manager's Approval

Each request for home working must be individually discussed with the employee's line manager, who will assess each request against the rules set out by this policy. Business pressures will also be assessed when considering an employee's request.

Performance Management

Working from home presents a particular challenge to normal management controls but the risk of potential abuse can still be managed. To ensure Wellhouse Housing Association gets value for money, home working will be managed by results (rather than managing time and the way the task is done). The manager will therefore agree with the employee the outcomes of work to be produced at home and expect those to be delivered. As long as it brings the desired benefits to the business, it would not matter how many hours or at what time of the day the work is done.

Breaches of the policy will lead to the home working arrangement being withdrawn from the employee and potential formal disciplinary action. A review of the policy may also be carried out.

Health & Safety

The health and safety assessment will be carried out according to Wellhouse Housing Associations health and safety checklist (Appendix 1), which covers VDU risks and general precautions for householder electrical safety. Domestic electrical

supply configurations are outwith the control of the employer and are the responsibility of the staff member as home-owner/tenant. Staff will be asked to perform their own assessment and results will then be validated by their line manager during a discussion or home visit. The employees will be expected to report any changes that may affect the arrangements in the future (in which case another assessment may be necessary).

Technical Support

Wellhouse Housing Associations' IT infrastructure is capable of supporting this concept and gives employees remote access to all files, MS outlook, MS teams and soft phone. We have sufficient tech to lend staff whilst Wellhouse Housing Association does not commit to provide the installation of equipment and/or software to allow people to work from home. Wellhouse Housing Association will be able to supply mobile devices to allow employees to keep in touch when not in the office. This means that the company would not need to pay for installation of telephones or the bills, as the employees would be able to use the mobile devices provided for them.

It will be required that staff have basic fire wall and anti virus software installed on their home computers, in order to protect Wellhouse Housing Associations office IT system from any harm, if they use their own technology.

Costs/Allowances

No allowance for paper/ink/subsistence/internet service/wear and tear on equipment will be considered or paid. It is considered that the saving in time and money getting to/from work is a reasonable notional offset to any personal cost of working from home.

Recording the days of working from home

A record must be kept of all days worked from home and all staff will be issued with a template.

Policy Review

This policy will be reviewed by the end of 2025. It is anticipated that the policy will in time be superseded by the flexible working policy.

Wellhouse Housing Association reserves the right to withdraw the home working arrangement for business reasons at any time, with immediate affect.

Appendix 1

Wellhouse Housing Association's health & safety checklist for employees working from home. This list is not exhaustive and should be used in conjunction with the Health and Safety Manual.

Electrical Equipment

The safety and maintenance of the domestic electrical supply/installation is the responsibility of the house-holder. Wellhouse Housing Association will only take maintenance responsibility for any equipment it directly supplies.

Householder checklist:

- Ensure electrical equipment is turned off when not in use and before performing any checks
- Check plugs are not damaged
- Check domestic electrical supply is suitable for the equipment in use
- Check plugs are properly wired and that the outer cable covering is gripped at the point it enters the plug or equipment.
- Check outer covers of equipment are sound and have no loose parts or missing screws
- Check all leads and cables routinely against damage to the outer covers
- Check for burn marks or other signs of overheating
- Repair any electrical equipment with potential to harm
- Check and secure all trailing wires – the best way is to use power outlets nearest to the equipment. Where this is not possible tuck trailing wires securely under desks etc and out of normal walkways
- Do not have young children unsupervised in any area where you are using electrical equipment

Working with VDU's

Standard Wellhouse Housing Association Self-Assessment form from the Health & Safety Manual.