

**Policy Title:** Working from Home Policy

**Classification:** Human Resources

**Monitored by:** HR Manager

**Approved by:** GM Professional Services

**Effective Date:** September 2020

**Review Date:** September 2022

**Objective** To ensure that any working from home arrangements made (either occasional, temporary or permanent), are beneficial to employees and the Association.

To clearly outline the expectations on both employees and the Association when working from home arrangements are made.

**Commitment** HCK is committed to the wellbeing of all staff and will consider requests to work from home in good faith. We will balance individual employee needs with those of other staff and our children.

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### Scope of this Policy

This policy applies to all employees who are able to complete some (or all) of their duties at home.

### Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Health & Safety Policy
- Privacy Policy
- Cyber Safety Policy
- Health & Safety at Work Act 2015

### Application of this Policy:

- Working from home arrangements are discretionary and should not create an expectation of being permanent unless agreed in writing.
- The Association has sole discretion about whether an employee can work from home or not.
- The Association has the right to vary or end any working from home arrangement at any time, for any reason (in consultation with the employee).
- Working from home arrangements do not excuse the employee from attending meetings or performing duties that require them to be at a kindergarten or Association premise.

### Employees working from home will:

1. comply with all of the Association's policies and procedures, including but not limited to, those relating to Health & Safety, Privacy and Cyber Safety.
2. take all reasonable steps to keep the Association's equipment safe and in working order.
3. protect confidential information from unauthorised access by other people in the home.
4. work their agreed hours and not exceed these hours on a regular basis.
5. be able to be contacted during their actual hours of work.
6. request sick, bereavement, domestic, annual or any other leave when required.
7. perform their duties and agreed tasks, and not mislead the Association in any way.
8. not allow working from home arrangements to interfere with meetings or duties that require them to be at a kindergarten or Association premise.

**The Association will:**

1. review all requests to work from home in good faith, considering the needs of the individual, the team and the job requirements.
2. advise the employee if the request has been approved or denied, in a timely manner.
3. not disadvantage employees who are approved to work from home.
4. ensure employees working from home do not exceed their agreed hours on a regular basis.

**Health & Safety:**

Employees must comply with their obligations under the Health & Safety at Work Act 2015, and in particular they will ensure that:

1. they have a suitable work space to enable the effective and safe performance of their duties.
2. work equipment is properly and safely set up (eg: electrical sockets must not be overloaded, cords and cables are kept tidy and controlled).
3. they take all practicable steps to ensure their safety and the safety of others while working from home. This includes identifying, managing, eliminating or minimising hazards.
4. they report any accidents or incidents to the Association, following the standard procedure.
5. they have access to an appropriate first aid kit.
6. they immediately report any concerns or problems relating to health and safety to their manager or the HR Manager.

**Work Location:**

1. The Association will not meet or contribute to any costs associated with the setting up, maintenance and operation of the working from home location (eg: furniture, utilities).
2. The Association may request photos of the employee's working from home set up, to ensure it is suitable.
3. The employee must notify the Association of any changes to their working from home location and/or their contact details.

**Risk Management:**

1. To maintain professionalism and prevent liability, employees are not permitted to have work-related meetings at their home. All meetings that relate to work must be held at a kindergarten or the Association office.
2. For insurance and ACC purposes, both the employee and the Association must be able to distinguish between work and personal time at home.
3. For insurance and ACC purposes, the Association and the employee must agree in advance what areas of the home will be considered the 'workplace', while the employee is working from home.

**Review:**

This policy will be reviewed biennially, in consultation with staff.