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<b>Policy Name</b>	<b>Homeworking Policy</b>
<b>Policy Author</b>	<b>Corporate Services Officer</b>
<b>Approved by Sub Committee</b>	<b>N/A</b>
<b>Approved by Management Committee</b>	<b>April 2024</b>
<b>Latest date of Next Review</b>	<b>April 2027</b>

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

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**Registered Charity No. SCO38737, VAT Registration No. 180223636**  
**Registered society under the Co-operative and Community Benefit Societies Act 2014**



## **1. Introduction**

- 1.1. 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.
- 1.2. There are two types of home working:
  - 1.2.1. *Contractual* home workers are employees based at home on a regular basis either for all their working week or part of it.
  - 1.2.2. *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 This type of arrangement does not require contractual change and it can be withdrawn at any time.
- 1.3. 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.

## **2. Policy Principles**

- 2.1. WWHC's Home Working Policy aims to:
  - 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

## **3. Policy Conditions**

- 3.1. Home Working Parameters

- 3.1.1. For occasional home working a maximum of 12 days per year is set for each employee to work from home (pro rata for part-time staff). There is also a limit of two days of working from home per month maximum.
  - 3.1.2. The only situation where these limits may be waived is if an employee is prevented from attending the office due to bad weather, injury or illness, or in an emergency e.g. a pandemic, and where the employee is fit to work from home.
- 3.2. Line Manager's Approval
- 3.2.1. 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.

#### **4. Performance Management**

- 4.1. Working from home presents a particular challenge to normal management controls but the risk of potential abuse can still be managed. To ensure WWHC 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.
- 4.2. 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.

#### **5. Health & Safety**

- 5.1. The health and safety assessment will be carried out according to WWHC's 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).

## **6. Data Protection**

- 6.1. All personal data held by WWHC must be stored securely, whether electronically or in hard copy format. Employees must not remove hard copies of documents containing personal data from the office. Employees must make sure that unauthorised access to confidential data is not allowed.
- 6.2. In the context of homeworking, protection of data extends to sensitive business data (e.g. contracts, invoices). Hard copies of such documents must not leave the office.
- 6.3. When a laptop is connected to the office server it must not be left unattended. If a laptop used to connect to the office server is shared with non-WWHC people, the employee must make sure that no unauthorised person can gain access to the office server e.g. by storing their passwords for easy access.
- 6.4. Any notes should be written in a notepad specifically for work use and should be brought to the office for destruction along with other confidential waste. Staff must not throw out notes with sensitive data e.g. name, address, telephone numbers, in their household rubbish.
- 6.5. Staff must continue to implement the Privacy Policy when working from home.

## **7. Technical Support**

- 7.1. WWHC's IT infrastructure is capable of supporting this concept and gives employees remote access to calendars, emails and documents. Staff who ask their manager's approval to work from home on a particular piece of work are expected to have their own broadband already in place.
- 7.2. WWHC does not commit to provide the installation of equipment and/or software to allow people to work from home. WWHC will be able to supply mobile telephones or virtual access to office phones to allow employees to keep in touch when not in the office. WWHC will

not pay for installation of telephones or for the cost of telephone calls made on private devices.

- 7.3. WWHC will usually supply a laptop with appropriate software and security installed. All staff have secure, remote access to WWHC's servers. No data should be saved to an employee's laptop (e.g. email attachments).
- 7.4. Staff are not permitted to use their personal laptops to access WWHC servers remotely.
- 7.5. Staff may use their personal devices (e.g. mobile phone or laptop) to access their work email account. Once the work or task is complete staff must ensure to log out of all work-related platforms.
- 7.6. If a laptop used to connect to the office server is shared with non-WWHC people, the employee must make sure that no unauthorised person can gain access to the office server (e.g. employees must not make use of functions allowing their passwords to be saved in programs for easy access). If the laptop is owned by WWHC and contains sensitive business information employees must not let any non-WWHC person access the device.
- 7.7. Staff must continue to follow the Computer Use policy when working from home.

## **8. Costs/Allowances**

- 8.1. 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.

## **9. Recording the days of working from home**

- 9.1. A record must be kept of all days worked from home and all staff will be issued with a template if they are unable to access the flexi system.
- 9.2. WWHC reserves the right to withdraw the home working arrangement for business reasons at any time, with immediate affect.

## **10. Regulatory Standards**

10.1. The Regulatory Standards that apply to this policy are:

Regulatory Standard 1: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users

Regulatory Standard 2: The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

Regulatory Standard 4: The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

## **11. Equality**

11.1. We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

## **12. Policy Review**

12.1. This policy shall be reviewed on a 3 year basis unless there is a requirement to review outwith this cycle.

12.2. The next policy review will be due April 2027.

## **Homeworking Health & Safety Checklist**

This list is not exhaustive and should be used in conjunction with section 3.20 of the Health and Safety Manual.

### **Electrical Equipment**

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

#### **Householder checklist:**

- Ensure electrical equipment is turned off and unplugged 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 VDUs**

Standard WWHC Self-Assessment form from the Health & Safety Manual.

## Policy Implementation Checklist

<b>Equality and Diversity Compliant</b>	Yes
<b>Equality Impact Assessment required</b>	No
<b>Data Protection (GDPR) compliant</b>	Yes
<b>Health &amp; Safety compliant</b>	Yes
<b>Training requirements</b>	None
<b>Regulatory Framework Assurance Information Bank Updated</b>	N/A
<b>Policy Implementation</b>	
<b>Reporting arrangements</b>	Policy highlighted at staff meeting
<b>Policy register updated</b>	
<b>Published on Website</b>	N/A
<b>Publicity material issued</b>	N/A
<b>Related Policies</b>	Health and Safety Privacy Policy Computer Use Policy