Woolf Institute: Home Working Policy

Policy Brief & Purpose:

With varying degrees of frequency, staff may undertake some of their duties away from their normal place of work at the Institute premises. Whilst there is an expectation that staff will normally be in the workplace, it is accepted that there will be circumstances where working from home is mutually beneficial for all parties concerned. These guidelines define arrangements for working from home to adequately perform work away from the Institute, set out entitlements, eligibility criteria and other conditions that apply, and have been developed to provide a clear approach to working from home.

Home working arrangements <u>must</u> be agreed with your line manager in advance. Please ensure that you have viable access to all relevant files, emails, and the materials in order to carry out your usual work duties before you embark on home working.

Reasons that could demand working from home include (but are not limited) to:

- Public Health Emergency
- Adverse weather conditions
- Personal or Medical Emergencies
- As part of an agreed and documented official flexible working agreement
- Commute disruptions
- Parenting Requirements

Definition:

Working from home can include:

- The office as the main place of work, with working from home occasionally.
- Working from home for an extended period as agreed with your line manager.

How to determine whether an employee is eligible to work from home:

We advise both employees and managers to consider these elements before asking/approving work from home. Each case will be considered according to the factors listed below. There may also be exceptional or one-off circumstances to be taken into account.

- Is the employee eligible by nature of their job?
- Are there any cybersecurity and data privacy concerns?
- Will collaboration with the employee's team become difficult/unviable as a result?
- Do employees have the necessary equipment or software for relevant work/projects installed at home? If not, do they have the contact information of the relevant IT personnel: (Jonny Simpson: js2090@cam.ac.uk).
- What are the conditions of employees' home or alternative place of work? (noise, internet connection etc.) For further information on how to mitigate risks and hazards of working

from home, please consult the Institute's Home Working Risk Assessment which can be found on the Institute's internal servers.

Terms and Procedures:

Except in cases where all employees are advised or required to work from home by their line managers, the following procedures must be adhered to:

- Employees should make an email request outlining the dates and times that they expect to be working remotely, to be sent to their line manager and the department of Services and Administration at least one week in advance, where possible for short periods of lone working. For longer periods see the Staff Handbook.
- Employees may only work from home if their Line Manager approves their request, considering all elements mentioned above.
- If the work from home arrangement spans for more than a week, managers and team members should meet in advance and regularly thereafter to discuss details and set specific goals, schedules and deadlines.
- Employees who need to work from home for unforeseen reasons (e.g. illness or temporary travel issues) should file their request as soon as possible, so that their claim can be carefully considered and approved swiftly, if appropriate.
- Employees may request to work from home as a reasonable adjustment to their duties, in cases of sickness or disability (see the Staff Handbook)
- Employees may request to work from home if they are making a flexible working request (see the Staff Handbook).
- Employees must have completed their probation period and a satisfactory length of service, together with the required training for the role before you will be considered for working from home.
- Employees must be achieving at least satisfactory performance, and must also be demonstrating the required attributes. These include self-motivation, discipline, the ability to work without direct supervision and the ability to complete work to deadline.
- If Employees are subject to any disciplinary warnings they may not be considered eligible for working from home.

Is the employee's home environment suitable?

- Employees need to demonstrate they have a safe and reasonable space in which to work, including privacy, security and an internet connection able to support the business systems. *A Home Working Checklist **must** be completed by the Employee and Line Manager before home working will be approved.*
- The Institute has a duty to ensure that health and safety requirements are met while Employees are working from home. The Institute will therefore refuse any home working request if there is any question over the suitability on health and safety grounds, or if we are unable to verify the suitability. *A Home Working Risk Assessment **must** be completed by the employee and returned to their Line Manager*.

Last Reviewed November 2020

By signing below, you agree that you have read and understood the Institute's Home Working Policy:

Employee Signature:

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Line Manager Signature:

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Date:

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