The Bader International Study Centre
Policy

Working at Home Policy

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Date revised: Click to enter a date.
Policies: Working at Home Policy

Category: Working at Home Policy
Name: Working at Home Policy
Approval: Senior Management Team
Responsibility: VPED
Dates: Approved: Click to select the date that the policy was first approved.
Last Revised: Click to select the date the policy was last revised.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BISC</td>
<td>Bader International Study Centre &amp; Herstmonceux Castle Enterprises Limited.</td>
</tr>
<tr>
<td>Homeworking</td>
<td>Working away from the main BISC business base.</td>
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Purpose:
The purpose of this policy is to:
- Define what is meant by homeworking.
- Outline the procedure for making a homeworking application.
- Define the responsibilities associated with homeworking.
- Adopt a consistent approach to homeworking throughout the BISC.
- Comply with relevant legislation.

Scope:
This policy applies:
- To all BISC staff and faculty whenever they are working at home.
- Across the organisation: all departments are required to have arrangements in place that comply with this policy.

For the purposes of this policy, all references to BISC applies equally to HCE and the term staff refers to all staff and faculty employed by BISC or HCE.
Policy:

• **Introduction**

Homeworking involves an employee working away from the BISC main site for all or part of their working week. Whilst homeworking is categorised as a type of flexible working, employees should not assume that other aspects of flexible working (such as amended hours) are automatically part of any agreed BISC homeworking arrangement. Working at home is subject to the business needs of the BISC and is not an automatic right.

Homeworking can present challenges to both employers and employees. For employers, this can include managing staff working on their own and away from the main business base. For employees, it can include overcoming feelings of isolation and managing the boundaries between home and work life. While homeworking may be an attractive option, it will not suit everyone. A homeworker needs to be able to cope with working on their own with little supervision. Homeworkers ideally need to be:

- Able to spend long periods on their own and be confident working without supervision
- Self-disciplined and self-motivated
- Able to separate work from home life

Where the BISC approves a homeworking request, the employee must confirm in writing to their line manager that they have a suitable off-campus workplace/home office or other location available to them. The BISC will ensure that all equipment provided to an employee to facilitate working at home is safe including undertaking Portable Appliance Testing (PAT) and arrangements relating to display screen equipment. Where an individual is carrying out activities that are not office based, a health and safety workplace risk assessment must be carried out. All employees working at home must undertake the work within their usual working hours, unless directed to do otherwise by their line manager.

This policy provides information and guidance on the following areas of homeworking:

- Definition of homeworking
- Applying to work from home
- Exceptional Circumstances
- Responsibilities within the BISC for the management of homeworking arrangements

• **Definition of homeworking**

Homeworking is a type of flexible working arrangement whereby, depending on the agreement between employer and employee, an employee may work at home for some or all the working week. Homeworking can therefore cover a variety of arrangements:

- Working entirely at home apart from attending regular or occasional meeting at the BISC main office
- Time split between office and home - for example, two days in the office and three days at home
Applying to work from home

The following processes will apply to all working at home requests except as detailed in the exceptional circumstances section further below.

- Employees who wish to be considered for working at home should email/write to their line manager requesting to work from home. The request must include:
  - The number of days per week/shift pattern, the working at home refers to
  - The date they would like the homeworking request to take effect from
  - The date they would like the working at home to end, where the request is for a fixed period
  - The reason for the request and details of how their usual work tasks can be fulfilled whilst working at home

- The line manager will consider both the role being suggested for homeworking as well as whether they feel the employee making the request could cope with working on their own

- The line manager will discuss the request with the SMT member responsible for the specific area of the business

- The employee will be notified within 15 working days of their original request, whether the homeworking request has been agreed

- Where the employee disagrees with the home working decision, they have the right to appeal, by writing to the Vice-Provost & Executive Director (VPED) within 5 working days of receiving the homeworking decision

- The VPED will consider and respond to the appeal within 5 working days of receipt

Exceptional Circumstances

In exceptional circumstances, such as fire, flood, pandemic or any other incident necessitating complete or partial shut-down of the BISC site, or where fewer employees are required to be physically on site than during normal day-to-day operations, the BISC will implement the following procedures:

- SMT will determine which core services/roles are required to operate as normal on the BISC site

- Line Managers, in conjunction with the relevant SMT member, will determine which roles, outside of the core services determined above, are suitable for homeworking. In such instances, the working at home policy will be followed

- Where the role is not deemed a core service required on site, or not suitable for homeworking, the BISC may require staff to take annual leave. Where this situation occurs, notice will be given to the employee following all relevant UK legislation

Line Manager Responsibilities:

The line manager must ensure that:

- The homeworking role is one which is suitable for homeworking, e.g. it is not one which requires specialist equipment or can only be performed on the BISC site

- A Health & Safety assessment of the home working environment has been undertaken

- The homeworker has clearly defined tasks

- The homeworker is aware of the timescales of the tasks

- They check in with the homeworker at least twice in a working week

- The homeworker has the correct equipment necessary to perform the allocated tasks

- Where BISC provides equipment to the homeworker, all applicable PAT testing and workstation assessment has been undertaken
- The homeworker is aware of the BISC remote login procedures
- The homeworker is aware that documents must not be stored on personal devices
- The homeworker is not deemed to be adversely affected by working at home in respect of their physical and mental health

**Homeworker Responsibilities:**
The homeworker must ensure that:
- They are using the BISC remote login to access and save files to relevant shared directories
- They do not save BISC work onto their home devices
- They are working the same number of hours at home as they would on the BISC site
- They are available to other staff within the hours of their normal working week
- They alert their line manager to any health & safety issues associated with their homeworking
- They are aware of the tasks allocated by their line manager and the timescales for completion
- They check in with their line manager at least twice a week

### Responsibilities:
<table>
<thead>
<tr>
<th>Contact Officer(s):</th>
<th>Responsible for:</th>
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</thead>
<tbody>
<tr>
<td>Job title</td>
<td>HR Coordinator &amp; Admin Manager</td>
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**Date for Next Review:**
The policy will be reviewed every three years by the Policy Advisory Group.

**Related Documents:**
Lone Working Guidelines, Health & Safety Policy,

**Superseded by:**
Provide names and links to any policies superseded by this policy.