



# Frindsbury Extra Parish Council

## Home Working Policy

### **INTRODUCTION**

Under agreement with your Line Manager where you are able to work productively, you may be permitted to work from home on occasion or for agreed periods of time.

Where employees are approved to work from home they need to consider the following skills, which are key to ensuring that their home working can continue;

- time management and self-discipline
- motivation
- self-sufficiency
- communication
- technology

Your working environment and working practices are subject to the same working standards that are applied to the company's offices regarding confidentiality, access to company documents and Health and Safety. You will be required to attend a minimum of one meeting a month at the Company's premises, but also expected to attend other meeting where necessary. You will be required to attend video call meetings on a regular basis which you must attend. If, on any occasion, company documents are used in the course of working at home, precautions must be taken to ensure third parties (including members of your family, visitors or other persons visiting or residing in your home) do not become aware of any information which is confidential. Information must not be left unattended when you are working and when materials are not in use they must be kept locked away in a secure place. Similar precautions must be taken when transporting documents in the course of your work.

### **HOURS OF WORK**

You are required to complete time sheets and submit signed copies to your Line Manager for approval every four weeks. Once your Line Manager has approved the time sheets, they will be submitted to Payroll.

### **EQUIPMENT PROVIDED/COST RE-IMBURSEMENT**

The following equipment may be provided to you:

- Laptop with office software, anti-virus software, email and broadband internet connection
- dedicated business telephone line
- printer and fax machine
- stationery and office supplies

We will re-imburse you £35 per month for the cost of access to the internet. This will be automatically added onto your payslip.



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## **ACCESS TO YOUR HOME**

The Company's representatives have the right, on request, to visit and gain access to that area of your home you use for your workplace in order to:

- a) review, inspect or remove any of our property, documents, records or other information relating to our business and your work for us; and
- b) to conduct an audit of health and safety provisions.

Whilst working from home you should be contactable at all times. We reserve the right to contact you during either the hours as stipulated on your SMT or as otherwise detailed.

## **HOME DETAILS**

Your Line Manager must be informed immediately of any actual or potential changes to:

- a) your address; your contact number;
- b) occupancy of the property by yourself and/or others;
- c) telephone communications with the property; and
- d) any other changes relevant to the use of your home as your work base.

The information on business relationships you are asked to confirm annually will include certain declarations about individual family members and/or any other persons living in your home.

You should make sure your home insurance has been informed that it is being used for business purposes and that you are not in breach of any of their terms and conditions.

## **CONFIDENTIALITY**

All company business information is regarded as confidential and data protection is a top priority of ours; we take our obligations under the Data Protection Act seriously. Therefore you must make yourself aware of the Company's policies on data protection and ensure adherence to it at all times. You must take steps to protect company records at all times against loss, unauthorised access, alteration or destruction. You must make the Company aware immediately if you discover that there has been a data breach.

You are required to take special care to secure all records and to prevent unauthorised disclosure of any Company or other business information. Client contact information is particularly sensitive as clients have a legal right to expect personal information held about them to be held in utmost confidence. On behalf of the Company it is your legal obligation to ensure these rights are protected.

Precautions must be taken to ensure third parties; including members of your family, visitors or other persons visiting or residing in your home do not become aware of any information which is confidential. Information must not be left unattended when you are working and when materials are not in use they should be locked away in a secure place. Similar precautions must be taken when transporting documents in the course of your work.



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If you have any reason to believe that Company information is lost, altered or has been accessed by any unauthorised person, you must report this to your Line Manager without delay.

Use of any computer equipment owned by the Company, its software and computer discs are limited to you alone and to business applications. Peripheral equipment such as printer and modem may not be connected to any of the Company's computers other than those issued to you by the Company. Information personal to you should not be stored on the computer.

Approving committee: Frindsbury Extra Parish Council Meeting

Date of committee meeting: 27<sup>th</sup> February 2024

Policy Effect from: 28<sup>th</sup> February 2024

Date for next review: February 2025