



## Home Working Policy

### Introduction

1. Home working is primarily a flexible working option. This policy applies, where home working has been granted through the [Flexible working policy](#). Although, Home working arrangements may be terminated by mutual agreement at any time.
2. This policy does not apply to ad hoc / occasional home working, guidance must be sought from departmental HR / Health & Safety in these circumstances.
3. This policy also applies where home working is considered as a reasonable adjustment or to enable an effective return to work.
4. Requests for home working may be made by management. However, home working must be by mutual consent.

### General Principles

5. Employees who work from home, as a result of this policy must complete and sign a home working agreement ([Appendix 1](#)).
6. Risk assessments for both: health & safety; and City Corporation equipment / information must be carried out before home working commences.
7. All terms and conditions of employment, except work base apply whilst home working, including reporting sickness / accidents at work and requesting all types of leave. Please note: A change to your work base may affect your eligibility for London Weighting.
8. Employees will be subject to all City Corporation policies including [Employee Data Protection](#), [Code of Conduct](#) and [Freedom of Information](#).
9. Staff will not receive expenses for any additional payments incurred through working from home e.g. electricity.



## Section B5d

10. Staff will be expected to attend relevant training, as necessary to work safely at home.
11. Where IS equipment and facilities are provided by the City Corporation (see also [Communications & Information Systems Use policy](#)) primarily for business use only authorised software will be installed.
12. IS support is only available for IS equipment and facilities supplied by the City Corporation.

### Responsibilities

13. Home working may have implications on employee's private affairs e.g. home insurance, interested parties must be contacted.
14. Employees are responsible for the security of City Corporation property.
15. Employees must maintain expected levels of confidentiality including the secure storage and disposal for electronic / hard copy files.
16. Line managers and staff have a joint responsibility for effective communication and performance management.
17. Line managers will provide a health and safety checklist, and staff are responsible for adhering to [health & safety guidelines](#).
18. IS maintains a register of City Corporation equipment which is kept at the employee's home.

### Monitoring

19. A review of home working arrangements must be carried out by line managers during appraisals.
20. The implementation of this policy will be monitored by departmental HR teams in line with the City Corporation's commitment to [equal opportunities](#).