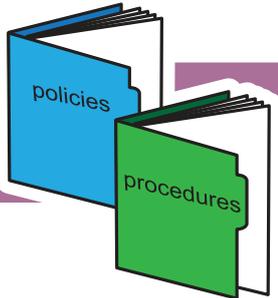




policies and procedures

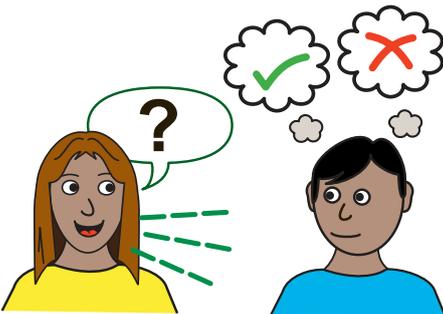


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

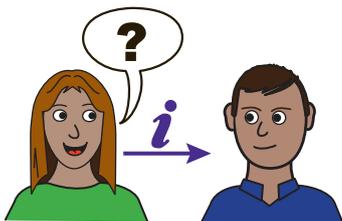


The policies and procedures also tell us what to do if something goes wrong.

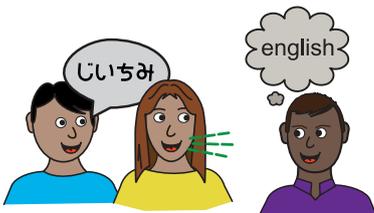


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**  
text: **07531 215 999**  
email: **info@pyramid.org.uk**



Pyramid recognises that sometimes it would be beneficial for staff to work at home in order to complete a particular task, for example a special project or funding bid. Some jobs are not suitable for such arrangements and it is not possible to offer full-time home working to all staff.

This policy deals with situations where:

- A member of staff requests occasional / one-off home working
- A member of staff is based at home and this is contractually their 'normal place of work'
- Staff are required to work from home due to external factors affecting the workplace or travel

### Qualifying conditions

To work at home, the employee must:

- contractually work from home, or have permission from their line manager
- have a contact telephone number and be available during the nominated times
- not have any other commitments at the same time that they have arranged to work at home
  - this includes dependent care responsibilities that would conflict with the requirement to work (e.g. looking after a child or supporting an adult who requires a carer)

### Agreements to work from home

#### Temporary agreement

- Employees must have prior permission from their line manager in order to work from home
- The employee should outline the work they intend to do; explain why they want to work at home; say when they want to do the work and how long it will take
- The line manager will consider all relevant circumstances before making a decision
- The line manager will give their decision in writing, and consent will include details of the work to be completed and the times/days for working at home
- The line manager's decision is final and permission to work from home can be withdrawn at any time



## **Permanent agreement**

- For certain jobs, the employer may determine that the 'normal place of work' is the home of the employee and this would be included in the employment contract. Any variation to this would constitute a variation to the terms and conditions of the employment.
- It is also possible that a job could involve some time based at home and some time based in the office. Again, this would be specified in the terms and conditions of the employment contract.

## **Necessary agreement**

In circumstances beyond our control, employees may be required to work from home for a period of time. In this situation:

- We will first follow the protocols in our Disaster Recovery Plan, with reference to our Operational Principles
- Line managers will liaise with each member of staff individually to check they have the resources, equipment and access they need in order to work effectively, and to make provisions / arrangements for home working where needed

## **Working Arrangements**

**Workload, reporting and monitoring** - All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the line manager in line with normal procedures.

**Work hours** – Working from home should not change the number of hours worked, or the normal work pattern for the employee. Requests for flexitime or adjustments to working patterns can be made following the normal procedures.

Any additional hours should be recorded and reported to the line manager each week, so that time off in lieu (TOIL) can be claimed. Pyramid does not expect employees to regularly work additional hours. Additional hours will be monitored and the excessive accumulation of lieu time will be raised at supervision meetings in order to identify the reasons and make adjustments where necessary.

**Equipment** - If the work requires any pieces of equipment belonging to Pyramid:

- the employee must have permission from their line manager to take the equipment off-site
- they must take reasonable care to keep it secure
- they must use it in accordance with operating instructions, and company policy



- they must ensure it is returned at the end of the home working arrangement or at the request of their manager

**Insurance cover** - Employees are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their insurers prior to commencing working from home. Company owned laptops are insured while in suitable secured premises or on the person. They are not insured when left unattended in vehicles.

**Personal details and safety** - Employees are advised not to release their home address and telephone number to non-members of staff. A work mobile can be provided. Employees must not hold work meetings at home.

**Confidentiality and access** - Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors. All files must be returned to the main office on termination of the home working arrangement or at the request of a manager.

**Review of home working arrangement** - At any time, the agreement to work from home may be reviewed by the employee's line manager. This policy is also subject to review and does not form part of any contract of employment.

**Health and safety** - Employees are required to comply with the employer's Health and Safety policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

**Risk assessment** – employees should conduct a risk assessment of their home (a template is provided) to be reviewed and approved by the Operations Manager.

**Reporting sickness / absence** - In the event that the member of staff is sick during a period of working at home, the normal procedures for reporting absence must be followed.

**Travel costs and other expenses** - Travel costs between the home and main office will not be reimbursed. Employees based at home are expected to provide their own furniture, heating, lighting, etc.

**Compliance** - Failure to comply with any aspect of this policy or related policies such as Health & Safety may constitute a disciplinary offence.