

## WORKING FROM HOME POLICY

Policy Area		
Approved		
Responsible Manager		
Current Version		

This policy governs work from home to ensure ongoing optimum employee productivity while working from home, while adding to workplace risk mitigation. It caters for the health and safety of employees when work is carried out from home.

The 'Working from Home Policy' is not to be used in lieu of sick leave, family responsibility leave, maternity leave, and so forth.

### SCOPE

This policy applies to all employees that have been designated the responsibility to carry out their duties from their place of residence.

### REVIEW OF THIS POLICY

This policy shall be reviewed annually to ensure that it meets legal requirements and reflects best practice.

### POLICY

It has been determined that [NAME OF BUSINESS] may require or permit employees to work from home from time to time.

Working from Home is only available to eligible employees, which will be determined at the business' sole discretion and is based on operational and/or risk mitigation and management requirements.

Employees may qualify for home-based working activities under the following conditions/circumstances:

- Control measure to combat the spreading of the COVID-19 virus.
- Parenting
- Severe weather conditions and acts of nature
- Family responsibility emergencies
- Medical reasons, prohibiting the employee from travelling to work
- Work-life balance
- Overlong commute

- Government actions and standards prohibiting travel on public roads
- Civil unrest
- Any other reason which [NAME OF BUSINESS] in its sole discretion deems necessary

Employees that qualify for and are permitted to work from home may do so:

- Full time
- On specified days
- Occasional, temporary or permanently, depending on the employee’s nature of work and the circumstances that demand such undertaking be considered.

Temporary Home-based work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the company and with the consent of the employee’s health care provider, if appropriate.

All informal Home-based work arrangements are made on a case-by-case basis, focusing first on the business needs of the company.

The following positions are eligible for Home-Based Work Activities:

DIVISION	POSITION	TIMEFRAME
		e.g fulltime, Mondays and Wednesdays

**PERFORMANCE**

Employees will be permitted to work from home only where the employee’s work duties can be performed from home.

Employees are required to complete all duties, obligations, responsibilities or conditions of employment in accordance with contractual requirements and in accordance with internal work standards. Employees will be measured on the outcomes they have achieved for the purpose of evaluation.

Where there are any difficulties in completing any task, the employee must immediately notify his or her manager who will assess the situation and make an appropriate recommendation.

## **TOOLS AND EQUIPMENT**

Employees must ensure that they have access to required tools, laptops, internet access, communication, recording facilities etc. which will be required for the proper performance of duties.

Where applicable, equipment and tools provided by the business for the successful application of the Working from Home Policy must be used. Additional resources which may be required need to be discussed with the relevant management representative.

Employees will receive remote support from their specific departments and management representatives to enable successful Home-Based work activities. Employees are required to discuss these supporting structures with their management representatives.

If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevents or hinders the employee from effectively working remotely, the employee must notify his or her manager immediately.

Internal policies and procedures remain intact and are not affected by the enforcement of this policy. Employees have the responsibility of adhering to the rules and procedures enacted by any other policy when working from home.

## **TIMEKEEPING**

Employees are required to follow regular assigned work schedules, unless otherwise discussed with and approved by management. Employees may be asked to work on holidays and weekends if this is provided for in employment contracts.

Employees are responsible for timekeeping and recording of hours worked. Employees must record their working hours as set in their employment contracts on all working days in the required format and provide this to their manager at the end of every [day/ week/ month].

All arrangements for childcare, elder care, repair persons, and so forth, must be arranged so as not to interfere with the employee's regular work schedule.

## **COMMUNICATION**

The company will communicate with the employee on a frequency agreed on to determine and confirm the employee's wellbeing and conformance to company policies and procedures.

Employees working from a designated workspace will be expected to attend all essential meetings via video conference or by phone.

Employees who fall under this policy have to respond to Company and client communications within the agreed specific timeframe as required by Company standards.

## **WORKSPACE DESIGNATION**

Employees must designate a specific area where work activities will be performed at home (“workspace”). The designated workspace must be communicated to management in writing for the control and monitoring of health and safety. No work should be performed outside of this designated workspace.

The employee remains ultimately responsible and liable for any other area at home which does not fall within the scope of the designated workspace.

## **HEALTH AND SAFETY REQUIREMENTS**

Every employee is responsible for their own health and safety and that of others who may be affected by their actions and/or omissions (Occupational Health and Safety Act of South Africa (85 of 1993 Section 14).

Where employees work from home, **[NAME OF BUSINESS]** enacts employer responsibilities towards the employee through the rules and guidelines needed to ensure a safe working environment at home as per the Health and Safety Act.

Work must be conducted in such a manner that promotes Health and Safety at home. Safe working conditions at home must be kept and maintained.

A Risk assessment must be conducted to identify risks and hazards in the workspace. Where these have been identified, they must be appropriately managed to ensure that there is no health and safety risk. Ongoing Risk assessments for Home-based work activities must be regularly conducted and the required documentation for this must be maintained.

The employee is responsible for inspecting his/her designated workspace before work from home begins, on a periodic scheduled basis thereafter, and whenever work area changes introduce new potential workplace hazards. If any items are identified as a risk, the employee must promptly correct safety concerns before starting work from home. Reporting in respect of this must be sent to management weekly, who will retain all documentation regarding inspections, including findings and corrective actions.

Any matter that may affect the employee’s health and safety at home must immediately be reported to management

The workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

All rules, stipulations and guidelines to control Home-based work activities risk must be followed

Employees must maintain a health and safety file for the specific area they have designated as their workplace. The file must contain the following elements that need to be maintained for the monitoring and control of health and safety related matters: [customise]

- Hazardous Chemicals
- Construction
- Contractor Control
- Emergency Evacuation
- Inspections
- Machinery and Equipment
- Management System
- Personal Protective Equipment
- Risk Assessment
- Training
- Working at Heights
- Buildings and Structures
- Health and Safety Organisation and communication
- Surveys and Surveillance
- Health and Safety Administration

## **INJURY ON DUTY**

The business will not be responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time.

Should the employee sustain any injuries in their designated workspace and in conjunction with his or her regular work duties, the employee is responsible for notifying his or her manager of such injuries as soon as is practicable.

## **CONFIDENTIALITY AND DATA SECURITY**

Employees working remotely remain bound by all confidentiality and/or security agreements and policies and must therefore ensure the protection of proprietary company and customer information accessible from their home office.

Steps include required security protocols, such as maintaining updated antivirus software, regular password maintenance, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment of the designated workspace.

## **COMPENSATION AND OTHER BENEFITS**

The compensation and benefits of the employee will be discussed with the employee before enforcement of this policy.

## **WORKSPACE EXPENSES**

The business is not responsible for any expenses related to remote work during this period, except for that which has been agreed in writing.

## **RETURN TO OFFICE**

Employees working from home may, from time to time, be required to come to their usual work site as required by business needs.

Interruptions to work caused by internet outages may require the employee to work from their regular office space for the remainder of the day, or until the outage is fixed.

The business may end the remote work assignment at any time with or without cause, and this permission to work from home may be withdrawn at any time should business needs require this. In this instance, employees will be required to return to the workplace, or should circumstances require this, placed on unpaid leave.

## **NON-COMPLIANCE**

Breach of this policy will be dealt with under the Disciplinary Procedure and may be treated as gross misconduct which could result in dismissal.

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