



Registered in England and Wales at
13 North Common Road, Ealing,
London, W5 2QB, Phone: 02088323071
Registered no: 2918520
Registered Charity no: 1050175

Home Working Policy

Metanoia Institute

Version Control

Document title: Home Working Policy		No of pages: 9
Version Number: 2.0	Date first published: October 2012	
Approved by: Executive	Last review date: April 2022	
Date originally approved: June 2024	Due for next review: April 2027	

Related policies
• Wellbeing and Right to Disconnect Policy • Flexible Working Policy • Health and Safety Policy
External Reference
<u>Employment Rights (Flexible Working) Act 2023.</u>

1. Contents

1.	Policy Statement	3
2.	Purpose	3
3.	Scope	3
4.	Definitions.....	4
5.	Roles and Responsibilities.....	4
6.	Hours of Work.....	4
7.	Access To Your Home	4
8.	Home Details	4
9.	Making Request for Homeworking	5
10.	The Process We will Consider	5
11.	The Homeworking Environment	6
12.	Changing Home Environment.....	7
13.	Ending the Homeworking Arrangement	8
14.	Confidentiality	8
15.	Monitoring and Review	9

Metanoia Institute Home Working Policy

1. Policy Statement

This policy explains how to make a request for homeworking and the criteria against which each request will be reviewed. It also covers health and safety, security, and data protection issues when homeworking.

2. Purpose

Metanoia Institute recognises the importance of facilitating working from home. There may be benefits in terms of helping staff to balance their work and personal life, reduced commuting and impact on the environment. As part of its commitment to expand the flexibility of working arrangements and support the wellbeing of staff, the institute will agree to a member of staff working partly or wholly from home, provided that such an arrangement is mutually beneficial and facilitates effective and efficient working to meet individual, team and business needs.

3. Scope

It is recognised that many employees already work occasionally from home e.g. preparing material, assessing work, carrying out research etc. The objective of this policy is not to undermine existing work practices or impose unnecessary restrictions. Rather, the objectives are to:

- ensure the health and safety of all employees.
- to provide all employees with the equality of opportunity to work from home and
- to ensure that employees are aware of their obligations in relation to information security, data protection, freedom of information and records management.
- Promote inclusive work practices, which take into consideration individual circumstances, responsibilities, and needs, to allow staff appropriate home and work life balance.

To achieve our strategic goals, we will continue to need a trained, skilled and motivated workforce. The provision of flexible forms of working, including homeworking, will play an important part in our ability to attract and retain the best possible employees.

When homeworking, your contractual obligations, including your core working hours, continue to apply. Homeworkers are subject to the same rules, procedures and expected standard of conduct and performance.

4. Definitions

'Homeworking' is defined as working from home on a temporary basis, or a more permanent arrangement, for part or all of the working week/month. It covers those instances when a new working arrangement has been agreed, and where this agreement changes your place of work for part, for all or part of the week. It does not cover occasional days (or parts of days) when your work may be undertaken from home.

5. Roles and Responsibilities

5.1. Metanoia Managers: are responsible for ensuring that the process is followed and where appropriate refer to Metanoia HR Team to guarantee that all matters are resolved promptly and fairly.

5.2. All staff are advised to familiarise themselves with this policy and the appropriate Metanoia Policies. Any issues related to this policy, please contact hr@metanoia.ac.uk

6. Hours of Work

You should make yourself available at all times for your specified hours of work.

7. 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:

- Review, inspect or remove any of our property, documents, records or other information relating to our business and your work for us; and 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 the hours you are contracted to work.

8. Home Details

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

- Your address; your contact number.
- Occupancy of the property by yourself and/or others.

- Telephone communications with the property, and
- Any other changes relevant to the use of your home as your work base.

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.

9. Making Request for Homeworking

This request should be made in writing to your line manager, detailing the following:

If you are applying for homeworking as a flexible working request, please also state this in your written request. Similarly, you must say if you are asking for flexible working as a reasonable adjustment under the Equality Act 2010.

10. The Process we will Consider.

If the request is a flexible working request and/or a request for homeworking as a reasonable adjustment, then the relevant policies will also apply (Flexible Working Policy). Each request is considered on its own merits.

Where approval for homeworking is being considered, we may need to visit your home to carry out a health and safety risk assessment and determine its suitability for home working and/or whether any modifications would be necessary to rectify any risks identified. The costs of such modifications will be considered in the final decision.

Depending on the role, it may also be necessary to carry out a data protection risk assessment.

Following this review, we will write to you to let you know the outcome. If your request is approved, we will want you to complete a trial period of three months.

If that trial period is unsuccessful, you will need to return to the previous contractual arrangement, following a review.

If your request is not approved and you wish to appeal, you should write to your line manager within 5 days of our decision, explaining your reasons.

11. The Homeworking Environment

11.1 Property and Equipment

You must take reasonable care of all property and equipment loaned for the purposes of homeworking and these must be returned to us on request. Property and equipment loaned is to be used only for work-related activities.

If you intend to use any personal equipment, you are responsible for the cost of repairs/replacements. Only equipment that we have authorised may be used for homeworking.

Where an IT or other problem prevents you from working effectively from home, you should contact your line manager immediately. Depending on the issue, you may be required to attend work until the issue has been resolved.

11.2 Access

To ensure your safety, we may carry out periodic health and safety risk assessments of your homeworking, as well as maintenance checks and electrical testing. As with office working, you have a responsibility to take reasonable care whilst working from home.

We may also need access to retrieve our property, whether during the homeworking, at the end of the homeworking arrangement, or when your employment ends. We will give you as much notice as possible of these visits.

11.3 Mortgage, Lease, and Insurance

In some instances, your mortgage provider/ leaseholder may restrict homeworking. It is your responsibility to ensure that you have the requisite permissions. You should also inform your home insurer, as, depending on circumstances, changes may need to be made to your policy to ensure that you are protected while working from home. This includes protection for any property and equipment loaned to you by us. You are responsible for any additional premiums.

11.4 Office Attendance

There may be instances when face-to-face meetings are more appropriate, and you will be required to attend the office on these occasions.

11.5 Support

It is essential that you receive the information and support needed to work effectively from home and remain engaged in the work of the wider team and the Institute. Your line manager will keep in regular contact with you and will ensure the homeworking arrangement is working

effectively. You will receive access to all usual team and Institute communications and have the same opportunities for input into decision-making processes (if applicable). In addition, opportunities for professional development will be unaffected by the working arrangements.

If you believe you are not receiving the necessary support, you should discuss this in the first instance with your line manager. The matter should be raised with HR if it is not resolved.

11.6 Sickness Absence

You must follow the procedure set out in our Sickness Absence Procedure if you cannot work due to sickness or injury. If an accident or incident takes place, you must immediately report this to your line manager/facilities manager in line with our Health and Safety Policy.

11.7 Expenses

Claims should be made in accordance with the current expenses policy.

11.8 Meetings

It will not be appropriate to hold face-to-face work-related meetings in your home. Teams will be used to hold meetings. You may also be required to attend the Institute premises for face-to-face meetings.

11.9 Security, Confidentiality and Data Protection

Our standards are detailed in the respective policies and must be adhered to at all times.

In line with the policy, you must report any actual or potential breach of security, confidentiality or data protection to your line manager/Data Officer immediately.

Data protection risk assessments will be carried out periodically, and you will be given notice of this. You should ensure that you are aware of any data protection implications for your role.

12. Changing Home Environment

If your circumstances change, such as changing your workspace or moving home, you should inform your line manager to ensure the requisite assessments are undertaken.

In some instances, they may need to reassess the homeworking arrangement. We will discuss this with you, and we may decide to bring the homeworking to an end. If that happens you will be given reasonable notice and you will usually be able to return to your previous contractual place of work, although that cannot be guaranteed.

13. Ending the Homeworking Arrangement

If you want to bring your homeworking to an end, you should speak with your manager.

If homeworking has become unsuitable because of your conduct or performance, we may terminate the homeworking arrangement immediately and require you to return to the normal location for your role, except in cases of gross misconduct.

When your temporary homeworking arrangement has come to an end, we will usually be able to bring you back into your previous contractual workplace, but that cannot be guaranteed.

14. 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. Customer contact information is particularly sensitive as customers 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.

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 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.

15. Monitoring and Review

Human Resources are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals. Anyone who feels they have been unfairly treated or discriminated against should contact Human Resources.