



POLICY INFORMATION (Policy no HR020)	
Subject	Working from Home Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All employees of Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	Dec 2023
Next review date	Dec 2025
Lead responsible for Policy	Director of People Services
Policy reviewed by	Chief Executive Officer
Notified to (when)	Senior Leadership Team Dec 2023
Authorised by (when)	Senior Leadership Team Dec 2023
CQC Standard if applicable	
Links to other Hospice Policies	Equality and Diversity Policy Data Protection Policy and Procedures HR005 Confidentiality Policy HR018 Health and Safety Policy RM001
Links to external policies	
Summary	This policy provides guidance when on occasions it may be appropriate and mutually beneficial for employees to undertake work from their home.
This policy replaces	Working from Home Policy HR0020 2020-2023

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Review date
Original policy written by Angela Bloomfield, HR Manager	April 2011	April 2015
Policy reviewed by Beverley Brooks MBE, Chief Executive	April 2011	
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Policy reviewed by Donna Roberts, HR Manager	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	
Policy reviewed by Chief Executive Officer	Dec 2023	
Policy authorised by Senior Leadership Team	Dec 2023	Dec 2025
Uploaded to website	Dec 2023	

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<p>1.</p>	<p>Introduction</p> <p>In general, everyone employed by Nottinghamshire Hospice are based at 384 Woodborough Road, the Warehouse or in one of our Retail Shops. On occasions it may be appropriate and mutually beneficial to undertake work from your home. This section sets out the policy governing homeworking.</p> <p>Homeworking is based on mutual trust between employer and employee and this policy springs from a desire to empower staff to manage their own workloads and meet their deadlines and objectives in the most effective way. It is also supported by an effective performance management and appraisal system. The policy distinguishes between informal occasional homeworking and contractual homeworking.</p>
<p>2.</p>	<p>Contractual Homeworking</p> <p>Exceptionally, Nottinghamshire Hospice may agree that the normal place of employment of an employee is to be their home.</p> <p>In this situation, the following applies:</p> <ul style="list-style-type: none"> • The home will be recorded as the place of work in the employment contract. The employee will also be required to sign an additional homeworking agreement, as part of their overall employment contract. A risk assessment of your homeworking environment will be carried out to ensure that it is a safe and appropriate working space. This is required under the Management of Health & Safety at Work Regulations 1999 and the 1998 Provision and Use of Work Equipment Regulation. • Nottinghamshire Hospice, as the employer, will need to be satisfied that the employee's housing arrangements are stable and secure for at least the medium term, and that the proposed working area in the home is suitable and adequate for the purpose. This may involve one or more visits by the relevant Line Manager and/or Human Resources. • Nottinghamshire Hospice, as the employer, reserves the right to visit the home workplace for the purposes of inspection, with at least 48 hours' notice, giving the time and date of inspection.

- Nottinghamshire Hospice will arrange for a separate telephone line for work use to be installed, paying for the installation, connection charges and calls made. This line must only be used for work purposes.
- Nottinghamshire Hospice will supply a computer and printer and such office hardware as may be appropriate. Equipment will remain the property of Nottinghamshire Hospice and must be returned on request.
- Nottinghamshire Hospice will insure its own equipment. It is the responsibility of the individual worker to insure their own property.
- Nottinghamshire Hospice will need to be satisfied that the home workplace is safe. This includes ensuring that the electricity supply is safe, that cables etc. are neatly stored, and that lighting and ventilation are adequate. This may involve health and safety site visits.
Nottinghamshire Hospice reminds employees that they also have a legal responsibility to ensure their own and other people's health and safety in the home workplace. Nottinghamshire Hospice will ensure that each contracted homeworker is supplied with information on homeworking from the Health and Safety Executive.
- Nottinghamshire Hospice will need to be satisfied that the equipment being used, including desks and tables, is ergonomically satisfactory. If appropriate, suitable furniture will be supplied by Nottinghamshire Hospice. Any furniture supplied remains Nottinghamshire Hospice's property.
- It is the employee's responsibility to ensure that, by working from home, they are not negating the conditions of their own home insurance or breaching conditions imposed on them by landlords or mortgage lenders. It is their responsibility to ensure that the use of their home does not require planning consent for change of use.
- It is the employee's responsibility to ensure that their home environment is such that they can work undisturbed. Childcare must not be combined with work, and if young children will be at home, appropriate

arrangements for someone else to look after them during work time must be made.

- Where the employment contract gives the home as the place of work, staff may claim travel expenses at the usual agreed rate for work journeys away from their home, but not to the Hospice.
- The normal hours of work for home-based workers will be set out in the contract of employment. In general, homeworkers will be expected to work approximately the same hours as their office-based colleagues. This is necessary to ensure that the organisation's internal communications and systems work efficiently.
- Homeworkers will be required to check their email at least once each working day, unless they are away from home on work trips.
- Homeworkers will normally be expected to work in a room which can be locked at the end of working hours, or to have a lockable cupboard where work files and equipment can be locked away. If appropriate, a suitable cupboard will be supplied by Nottinghamshire Hospice. Any furniture supplied remains Nottinghamshire Hospice' property.
- Nottinghamshire Hospice, as the employer, is aware that home working can mean that members of staff feel isolated from colleagues, or out of touch with developments. Nottinghamshire Hospice will undertake to ensure that:
 - all staff communications are sent promptly
 - home workers will be treated equally in terms of access to training and career development
 - line management sessions and appraisals offer an opportunity for home workers to identify any problems of isolation which may be occurring
 - Homeworkers will be expected to attend staff conferences and other staff meetings in Nottinghamshire Hospice' offices.

	<ul style="list-style-type: none"> • Nottinghamshire Hospice, as the employer, reserves the right to require a home-based employee to work from another reasonable location, if one or more of the conditions in this policy are not being observed. In this situation Nottinghamshire Hospice will write to the employee, giving at least one calendar months' notice, and setting out the condition(s) not being observed. • In other circumstances, a request to work from another location would be treated as a variation of the terms of employment and would be dealt with according to standard procedures.
<p>3.</p>	<p>Informal Occasional Homeworking</p> <p>There may be occasions when it is appropriate for a member of staff who normally works from an office base to undertake discrete work from their home, for example, to write a report.</p> <p>If you think that you would benefit from working from home, you should discuss this first with your Line Manager. If your Line Manager does not agree to your request there is no right of appeal.</p> <p>In general, you should not work more than 40% of any week at home.</p> <p>The occasional homeworking guidelines are that:</p> <ul style="list-style-type: none"> • Employees must gain the agreement of their Line Manager to the day(s) when they wish to work from home and to give an outline of the work that they will do. • Normally, we prefer that you do not work at home on Monday or Friday. • You must be accessible to take incoming phone calls throughout the day. • A risk assessment of your homeworking environment will be carried out to ensure that it is a safe and appropriate working space. This is required under the Management of Health & Safety at Work Regulations 1999 and the 1998 Provision and Use of Work Equipment Regulation.

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| | <ul style="list-style-type: none">• You should establish in advance that other members of staff remaining in the office are not given an unreasonable extra work burden because you are not there.• You are responsible for ensuring the safety and security of any documents, data or computer files taken home. Internal documents or files should not be shown to others or left in a position where others can see them. |
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