

This policy sets out conditions applicable to Working from Home Policy

The full content of the policy is available for download to your shopping cart.

Example content:

[Insert company name] recognises the need for flexible working arrangements to provide a suitable work life balance and to ensure company productivity is maintained. *[insert company name]* may consider the inclusion of arrangements that include work performed “at home” for certain employees.

Employees in some circumstances will be granted permission to carry out specific job functions from home.

Approval for work to be performed at home will only be granted where the transfer of the activity will not cause any disruption to the business. Approval of any schedule for work to be performed at home is at the discretion of the supervisor and employees are advised that it is not possible for all positions to be removed from the regular working environment.

Where work at home is approved the following details must be agreed and recorded prior to the commencement of the work: