

Occasional Working at Home Policy

This document is relevant to:	
Trustees	✓
Staff	✓
Volunteers	✓

Purpose

Dorset Mind recognises that occasionally some of the work undertaken by many staff members may be carried out as efficiently at home as it can in the office. Managers may grant permission for employees to work at home subject to the following terms:

Policy

'Working at home' refers to situations in which an individual uses their home for work purposes on an ad hoc basis (as agreed with their manager) and where their normal place of work remains the relevant business premises. 'Home based working' is not the same and refers to an arrangement where a worker is based at their home address. Dorset Mind currently has no 'home based' employee.

The suitability of a working at home arrangement depends upon a number of factors, including:

- the nature of an employee's role
- the number of staff left in the office
- the availability of work suitable for completion at home;
- any difficulties that have arisen with the arrangement in the past such as problems in contacting the employee in question.

It is likely that some roles will not accommodate working at home.

The employee and their manager should ensure that the absence from the workplace will not create problems for other staff and that the home conditions are conducive to quiet working. The employee should ensure that their manager has details of their contact number at home and that they can be contacted easily. Staff working from home must have access to the Internet and be contactable by phone and email.

All staff who occasionally work at home are required to comply with Dorset Mind policies and procedures whether working at home or at their office base. This includes the employee carrying out suitable risk assessments of the working environment. It is the employee's responsibility to ensure their home working environment is suitable and safe, Dorset Mind takes no responsibility for the safety of staff while home working.

Dorset Mind will not require or ask an employee to work at home. The arrangement will only be entered into at the request of the employee. Dorset Mind will not contribute towards heating/lighting or any other costs of employees choosing to work at home.

Regardless of the frequency with which an employee is granted permission to work at home no contractual right to do so will arise and permission for staff to work at home may be withdrawn at any time.

Responsibilities

The Chair of Trustees is responsible for managing this policy and overseeing its implementation. The Chief Executive is responsible for implementing the policy within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

Associated Policies and Procedures

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The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Occasional Working at Home Policy	1.0	Occasional Working at Home Policy
Policy Owner	Chair of Trustees	

Approval Status

Date adopted by Trustees	February 2016		
Date published	February 2016	Date for next review	February 2018

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Claire Wait	Trustee
Rob Griffith	Staff

Change History

Issue	Date	Author	Reason
1.0	Feb 16	Chris Price	New policy