

WDS-QMP-103	<b>Home Working Policy</b>			Rev 2	Pg 1 of 2
Issued by:	JAD	Date:	01/Oct/2024	Approved:	JAD

## Home Working Policy

### 1. Summary

WDS is committed to safeguarding the health, safety and wellbeing of any employee who regularly works from home for all or part of their working week, in the same way it does so for staff based on WDS premises, as far as is reasonably practicable.

WDS assesses the health and safety risks associated with any proposed *homeworking* arrangement. To facilitate this, WDS requires employees to undertake a virtual home workstation assessment.

Where the virtual assessment indicates potential health and safety risks, WDS must take all reasonable steps to address these. Where the health and safety risks cannot reasonably be addressed, WDS may deny the homeworking request on health and safety grounds.

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Who this policy applies to: All WDS employees and any individuals working on behalf of the company

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### 2. Minimum Requirements

Role	Principal Responsibilities
All Employees	<p>Observing the following at all times when homeworking:</p> <ul style="list-style-type: none"> <li>• <b>Dependant Care:</b> demonstrate they have no dependant care responsibilities during their contracted working hours</li> <li>• <b>Location:</b> work in a suitable location to ensure they continue to work productively and safely</li> <li>• <b>Equipment:</b> take reasonable care of any WDS equipment provided</li> <li>• <b>Health and safety:</b> maintain their homeworking environment to the standards set during the approval process; this includes fire safety</li> <li>• <b>Insurance:</b> notify home insurers of homeworking and additional equipment where applicable</li> <li>• <b>Disruption:</b> inform friends and family of the arrangements to minimise disruption</li> <li>• <b>Information Security:</b> observe data confidentiality and information security procedures, in accordance with WDS policies</li> <li>• <b>Homeworking training:</b> complete all homeworking specific training as provided by WDS</li> </ul>

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- **Annual homeworking assessment:** undertake an annual home working assessment, which may be virtual or a questionnaire.

## Appendix 1 – Key Definitions

Homeworking	An agreement for an employee to work from home instead of WDS premises for some or all of their working hours.  This does not apply to employees who may work at home on an ad-hoc basis, e.g. to meet a particular deadline.
Dependant care	The care of a dependant within the employee’s household; this may be a child, partner, or other relative

The policy review date is 01/Oct/2027

**John Durban**

**Director**

**Signed:**



**Date: 01/Oct/2024**