To all,

Please find below policy and procedure for working from home

The purpose of this is to provide understanding of what our expectations are and limitations.

Working from home is not an ideal solution from a company perspective, but we do allow certain staff the flexibility of working from home on occasion, in certain circumstances, as per the policy.

* Whilst home working, employees must take responsibility for their work during their normal working hours; the system is reliant on there being trust between managers and employees. This is so fundamental that any breach of trust will be treated very seriously and may be regarded as misconduct. Appropriate action may follow under the Disciplinary Policy.
* Working from home, at your request, should be limited to 12 times per year and should not proceed or succeed a planned holiday. This limitation, however, does not apply to working from home days that MTC request.
* Working from home is not a substitute for caring for dependants. Employees are expected to have made alternative arrangements for the care of their dependants
* Sufficient notice should be given, a week or more if possible, and authority from manager obtained before plans are made.
* All staff should ensure that all MTC property is used appropriately and responsibly and that all reasonable precautions are taken to prevent damage and theft. Any damage or theft of MTC property must be reported to the line manager immediately.
* Communication arrangements must be robust. Staff working from home should be readily contactable, normally by email and by telephone, during normal working hours. Home workers must let their line manager or colleagues know in advance of any times they will be unavailable, seeking permission where appropriate.
* All colleagues working from home must ensure that they adhere to MTC’s policies, procedures and guidance in relation to Information Security, Data Protection and Freedom of Information.
* As a rule staff are expected to work in the same way, whether they are in the office or working from home. For example, if they would usually be available to answer the telephone, respond to emails etc. during the hours of work they will be expected to do this when working from home, unless a change is agreed with their line manager.
* In the case of a systems failure, employees should contact their manager, who will need to establish the extent of the system failure, the impact on the service and decide on the appropriate course of action. In some cases this will involve seeking advice from senior management.

Please note that

* Staff working at home are covered by MTC’s Employer’s Liability Insurance and Public Liability Insurance providing the rules of this policy have been followed.
* The work that colleagues will be carrying out at home is paper-based or computer-based work and in general such work is not high risk.
* Staff will be provided with equipment which is appropriate for their job roles and in line with any reasonable adjustments that an individual has.
* MTC will not pay any additional household costs as home working arrangements are deemed a mutual benefit.
* MTC reserves the right to request staff work from home when required.
* A non-disclosure agreement, NDA, will be obtained for those not directly employed by us. Where T&C’s in the employment contract do not include a confidentiality statement, an NDA will be drawn up.

Please contact me with any concerns or questions

Kind Regards

Stephen Gray

Managing Director

Please sign below your acceptance of these procedures

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

