

# **HOMEWORKING AGREEMENT**

## **Contents**

	<b>Page</b>
1. Overview	1
2. Reporting	2
3. Remuneration	2
4. Role duties	2
5. Visiting your home	2
6. Attendance at Stroke Association premises	2
7. Rest breaks	3
8. Performance development	3
9. Absence	3
10. Caring responsibilities	3
11. Equipment and materials	3
12. Internet and telephone	4
13. Health, Safety and Wellbeing	4
14. Data security	5
15. Stationary and postage	5
16. Insurance	5
17. Mortgage or rental agreements	5

## **1. Overview**

The Stroke Association will determine that certain roles may be carried out working from home, provided that such an arrangement is suitable for the role and the person.

The suitability for roles to be home-based is considered carefully and needs to be assessed on a case by case basis (see Suitability Assessment for Homeworkers checklist).

Any individual requests to contractually move to homeworking will need to be reviewed on their own merits and agreement to a specific request will depend on an objective assessment of whether the individual's work can be done from home without any detriment to the Stroke Association's productivity or (internal or external) customer impact. As every job is different and individual circumstances are different, we cannot guarantee that we will agree to every request to move to work from home.

If you are considering applying for a home-based role or putting in a request to move to work from home, you should consider whether your skills and attributes include:

- self-discipline

- the ability to work without direct supervision
- good organisational skills
- the ability to manage time effectively
- an ability to cope with the potentially conflicting demands of work and household
- suitable space / possibilities to make necessary adjustments

This document sets out the agreement between the Stroke Association and you on the particular terms and conditions that will apply to you as a homeworker. Other terms and conditions are contained in your contract of employment and the staff handbook.

## **2. Reporting**

While working at home, you will report to your line manager.

## **3. Remuneration**

As per your contract of employment.

## **4. Role duties**

As per your role profile.

You must be available for work and contactable during your agreed working hours.

## **5. Visiting your home**

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters. It is a condition of this homeworking agreement that you agree to accept visits from us in your home. Such visits may include for the purposes of:

- confirming suitability of the home working environment
- delivering and collecting work
- providing a channel for reporting
- general discussions about work-related matters
- ensuring health, safety, wellbeing and security
- any other work-related purposes that the Stroke Association considers appropriate

## **6. Attendance at Stroke Association premises and other venues**

You will be required on occasion to attend the Stroke Association's premises or other designated venues for purposes such as training, performance and development

reviews, team briefings or other meetings. These may be with external organisations. The dates and times of such visits will be agreed in advance.

This will usually be within your normal working time. Where this is not possible, arrangements will be agreed with your line manager to facilitate your attendance.

## **7. Rest breaks**

You must ensure that you take adequate rest breaks as detailed in our Staff Handbook.

## **8. Performance development**

Your line manager will carry out a Performance and Development Review in line with our process.

## **9. Absence**

If you are sick or unable to work, you must telephone your line manager as soon as possible, indicating the reason, the nature of any illness and how long you expect to be unable to work. The Stroke Association's normal absence policy and procedure will apply- please see the Staff Handbook.

## **10. Equipment and materials**

Home working is about using your home as a base for work instead of coming into a workplace. Homeworking must not be seen as an alternative to making usual childcare or caring arrangements to allow you to carry out your duties. You are responsible for making these arrangements as if you were coming into a workplace. It is your responsibility to ensure care arrangements for your dependant person do not conflict with your job duties during your normal working hours.

## **11. Equipment and materials**

The Stroke Association will provide or fund purchase of equipment including computer equipment and materials necessary for you to be able to work at home. If provided by the Stroke Association, equipment will be maintained and replaced when necessary, by the Stroke Association. Maintenance and replacement of equipment purchased by you will be your responsibility.

Specifically, the Stroke Association will provide some or all of the following items as required to carry out your role:

- a laptop computer
- a computer display screen, mouse and keyboard
- a printer/ copier/ scanner

- a mobile telephone

Before you start working with us, or at latest by end of the first month, you need to ensure you have suitable:

- secure, lockable storage
- appropriate work station chair
- desk and workspace
- shredder
- any other equipment necessary to ensure a suitable working environment

A one-off home worker set up payment will be made in your first month's salary payment to help you provide the above. Should you leave your employment with us within your first year, there will be a sliding scale for repayment of monies.

It is your duty to ensure that proper care is taken of equipment and materials provided by the Stroke Association and all other equipment used to carry out your role.

On termination of your employment for any reason, the Stroke Association will have the right to visit your home at an agreed time and retrieve all equipment and documents belonging to the Stroke Association.

## **12. Internet and telephone**

You are expected to ensure you have a working internet / broadband connection to your home with sufficient bandwidth and data allowance to enable you to carry out your duties

The Stroke Association will pay all charges on the mobile phone provided by the Stroke Association to you, which must be used only for work-related purposes.

## **13. Health, safety and wellbeing**

The Stroke Association is obliged under health and safety legislation to ensure the health and safety of homeworkers in the same way as for office-based staff. The Stroke Association will therefore take appropriate steps to ensure that:

- all equipment and systems of work in your home are safe
- all articles and substances are safely handled and stored
- an analysis of your workstation is conducted
- information and training on the safe use of equipment, including display screen equipment, is provided to you including DSE assessment
- risk assessments are carried out in respect of the work that you carry out
- smoking or vaping is not permitted in your workplace or surrounding area.
- reasonable adjustments will be considered on a case-by-case basis

You have a duty to ensure, insofar as is reasonably practicable, that you work in a safe manner and follow all health and safety instructions issued by the Stroke Association from time to time.

#### **14. Data security**

You are responsible for keeping all documents and information associated with the Stroke Association's business secure at all times. Specifically, you are under a duty to:

- keep secure storage locked when not being used;
- keep all documentation belonging to the Stroke Association under lock and key at all times except when in use
- set up and use a unique password for the computer and any other digital devices.
- GDPR principles are adhered to at all times.

Further, the computer and other equipment provided by the Stroke Association for you must be used only for work-related purposes and must not be used by any other person not a Stroke Association employee any time or for any purpose.

#### **15. Stationery and postage**

You should obtain receipts for any stationery purchased and any items posted in the course of your work and reclaim the costs via the Stroke Association's expenses claim procedure.

#### **16. Insurance**

You are responsible for checking that all home and contents insurance policies provide adequate cover for the fact that you work at home.

#### **17. Mortgage or rental agreements**

You are responsible for checking applicable mortgage or rental agreements to ensure that you are permitted to work from home and for obtaining any requisite permissions to work from home.

<b>Signed (employee)</b>		<b>Date</b>	
<b>Print name:</b>			