



## **BOURNE TOWN COUNCIL - WORKING FROM HOME POLICY**

1. Bourne Town Council allows employees to work from home on occasions that are agreed in advance with their line manager. There is no automatic right to work from home. When deciding whether to allow an employee to work from home the primary consideration will always be the efficient completion of work duties. Working from home is something that the Bourne Town Council allows on an irregular basis. Employees in Bourne Town Council do not work from home as a permanent arrangement.
2. If an employee is allowed to work from home s/he will be required to be available during normal working hours. The employee is allowed to have some flexibility as to when the work is completed, but must be available if contacted by Bourne Town Council during normal working hours.
3. The employee is expected to ensure that there is an appropriate place to work at home. This must be a place that is reasonably quiet, and away from the distractions of family life. The employee must ensure that they have an appropriate chair and desk. It is the employee's responsibility to take reasonable care to maintain the homeworking environment to the agreed health and safety standards.
4. Bourne Town Council will provide the necessary equipment to allow the employee to work from home (e.g. computer). This equipment remains the property of Bourne Town Council. The employee is responsible for ensuring the equipment is properly looked after at all times. Any failure to do so may result in the withdrawal of the homeworking arrangement.
5. Bourne Town Council will reimburse reasonable expenditure that is incurred in making work-related telephone calls. The employee must show the costs that have been incurred by producing an itemised telephone bill.
6. Bourne Town Council will not reimburse the cost of lighting and heating the employee's home.
7. The employee must be available to attend work if required, even if there was a previous agreement that the employee would be working from home on the day in question.
8. The employee is subject to all Bourne Town Council policies whilst working from home. In particular, the employee must remember that Bourne Town Council expects the highest standards of work and behaviour during working time.
9. If an employee is sick and unable to work s/he should inform his/her line manager following the sickness absence procedure in the usual way.

10. Employees with caring responsibilities are required to show to Bourne Town Council that the care arrangements are not in any way in conflict with their job duties during their normal working hours.
11. When working from home employees are still bound by all the terms and conditions in their contract of employment, including any terms related to confidentiality.
12. Bourne Town Council office equipment for the employee's use while homeworking is insured under the Council's insurance policy against theft, fire and damage.