

Home Based Work Policy

Purpose

The purpose of this policy is to provide for home based work as a flexible working arrangement to assist in creating a more flexible, diverse and inclusive workforce, to generate productivity, and improve workforce culture.

Scope

This policy applies to all SACE Board of South Australia (the SACE Board) employees. It does not apply to:

- employees directed to travel on SACE Board business; and
- individuals engaged as external consultants/contractors or recruited through temporary employment organisations.

Definitions

Home Based Worksite

An area specifically designated to be used by the employee to undertake paid work duties, located within the employee's principal place of residence.

Office Worksite

The office/worksite where work is usually performed in the SACE Board.

Formal Arrangement

Working from home on a regular or continuing arrangement for more than one month.

Informal Arrangement

Working from home on an irregular or ad hoc basis.

Home Based Work Agreement

A written agreement outlining the conditions of a formal arrangement between the SACE Board and the employee.

Home

Shall normally be the employee's principal place of residence.

ISP

Internet Service Provider provides access to connect to the internet.

Policy Statement

Home Based Work is a flexible working arrangement agreed between management and employees to carry out their duties from home, instead of the usual office worksite.

1. Types of Home Based Work Arrangements

1.1. Formal Arrangement

Working from home on a regular or continuing basis for more than one month. For example, 1 day per week at home and 4 days at the Office Worksite.

1.2. Informal Arrangement

Working from home on an irregular or ad hoc basis. For example, where employees work the majority of the time at the Office Worksite, but from time to time may perform some duties at home.

2. Managing the Risk of Working from Home

Both management and employees need to manage any risks associated with working from home. This includes confidentiality of information, security of the computer network and the work health, and safety of employees. Managers should refer to the Risk Management policies, IT policies, WH&S policies, and seek specialist advice where necessary from the IT Security Adviser, Agency Security Advisor and/or WH&S Coordinator.

2.1. Work Health and Safety

Employees are expected to work in a safe manner regardless of whether they are working from the Office Worksite or Home Based Worksite under an Informal or Formal Arrangement.

Management and employees have shared work, health, and safety responsibilities in a Home Based Work situation. Employees undertaking Home Based Work are covered by the *Return to Work Act 2014*. In the event of being injured in the course of performing work related duties, the normal eligibility criteria for acceptance of a claim will be applied.

All Work Health, and Safety policies and procedures, which apply to employees in general, shall, as far as practicable, apply in carrying out work from home.

2.2. Bushfire Zone

Employees who work from home and reside in a bushfire zone must have an up to date bushfire survival plan, with a copy kept in their personal file. Employees will not be permitted to work from home on days of Catastrophic Fire Danger Rating if their home is within the district that has been assessed with this risk rating (unless their home is within a recognised CFS Bushfire Safer Precinct).

2.3. Home Based Workplace Safety Inspections

Employees seeking to work from home on a formal arrangement are required to conduct a safety inspection using the Home Based Worksite Hazard Self-Assessment Checklist.

2.4. Confidentiality of Information

The employee must keep strictly confidential all work related documents and information and will not allow access, or use of, SACE Board equipment (such as a laptop etc) to any other person.

Any loss or theft of documents, files or information, or any suspected or actual unauthorised access to the network must be reported to the employee's manager immediately.

2.5. Network Access

Employees are able to access the SACE Board's network via a secure connection and have full access to their work desktop environment. SACE Board equipment must be used in this case to achieve full secure access using a laptop and VPN connection.

The employee is responsible for supplying the home broadband connection. A SACE Board supplied carrier broadband device may be used if it has been previously issued as part of the requirement to fulfil the employee's role irrespective of any home based work arrangement.

Private email and cloud storage systems must not be used to transfer documents, particularly where those documents contain confidential information.

2.6. Home Broadband Access

Access to the internet provided by an ISP is supported by wireless access within a home environment. If an employee elects to use a wireless connection in favour of a cable connection, the wireless connection must be encrypted with the strongest encryption available.

2.7. Transporting Materials

Employees are responsible for the care and security of any SACE Board supplied equipment including laptops, USB devices, information and documents in their possession.

Work carried out at home must not be performed in the presence of others or in any other way that breaches the confidentiality of the information and documents. Equipment, information and documents should be kept locked away and out of sight when not in use.

Electronic files must be transported using a secure USB drive and once edited at home, returned to the SACE Board. Electronic copies of files must not reside on employee's own equipment.

3. Provisions

3.1. Conditions of employment

Conditions of employment will not change except that:

- Flexitime credit hours are not to be accrued on the days an employee works from home for both formal and informal arrangements.
- Employees entering a formal arrangement may forfeit their access to flexitime if defined hours of work are required.
- Generally an employee will not be required to work overtime at home. Application must be made to the delegate and approval received prior to working any overtime at home.

3.2. Work Performance

Work performance should be considered as part of the normal performance management and development process.

3.3. Communication

The employee consents to receive telephone calls from SACE Board employees and clients during working hours, attend pre-arranged meetings at SACE Board work sites, maintain agreed communications with SACE Board employees and clients and immediately advise the SACE Board of changes to the Home Based Worksite.

A SACE Board supplied mobile phone will be used if it has been previously issued as part of the requirement to fulfil the employee's role irrespective of any home based work arrangement. Otherwise, the employee consents to use their home landline phone or personal mobile phone.

3.4. Incident Reporting

Employees working from home are required to report all hazards/incidents/injuries that occur in their home worksite to their manager as soon as possible.

4. Access to the Home Based Worksite

The employee consents to provide access to their Home Based Worksite for work related visits, as long as 24 hours' notice is given. Reasonable access will be provided for the purpose of but not limited to:

- Work health, and safety audits / inspections / incident investigations
- Ensure the security and confidentiality of all SACE Board information
- Supervision / performance evaluation.

The employee may have a third person present during these visits.

Responsibilities

Chief Executive

- Ensure policies and procedures are in place relating to home based work

Executive Managers / Managers

- Implementing and complying with the policy
- Monitoring employee performance and productivity
- Regularly review home based work arrangements in light of changing business needs

Employees

- Comply with policies and procedures relating to home based work; work, health and safety; information technology and security

Corporate Services

- Develop, review and monitor policies and procedures relating to home based work
- Provide advice and training relating to home based work

References

Legislation/ Regulations

- *SACE Board of South Australia Act 1983*
- *Work Health and Safety Act 2012*
- *Return to Work Act 2014*

Other Relevant Documents

- Commissioner for Public Sector Employment Guideline and Determination: Flexible Workplaces
- Commissioner for Public Sector Employment Determination 3.1: Employment Conditions – Hours of Work, Overtime and Leave

SACE Board Documents

- Home Based Work Procedure
- Work, Health and Safety Policy
- Protective Security Policy
- Risk Management Policy
- Records Management and Objective Policies and Procedures
- Information-Security Policy

Approval

Endorsed by the Leadership Team on 4 / 5 / 2018

Prof. Martin Westwell

Chief Executive

7 / 5 / 2018

Review Details

Review Date	Description of Changes	Reviewer	Approved By	Approval Date
September 2017	New policy developed	Team Leader, HR and Records Management	Chief Executive	7/5/18

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