

1. 24-7 Staffing Ltd 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 and effective completion of work duties. Working from home is something that the company allows on an informal, ad hoc basis providing that line manager permission is gained in advance.
2. Employees in this company who work from home on a permanent arrangement do so as per their contractual agreement. Should an employee wish to request to work from home on a permanent basis, s/he should submit a flexible working request.
3. If an employee is allowed to work from home s/he will be required to be available during normal working hours.
4. 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.
5. The company will provide the necessary equipment to allow the employee to work from home (e.g. computer). This equipment remains the property of the company. The employee is responsible for ensuring the company's equipment is properly looked after at all times.
6. The company 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.
7. The company will not reimburse the cost of lighting and heating the employee's home, internet/phone services or electricity costs of powering a laptop or other equipment for those working from home.
8. The employee must be available to attend a company site if required, even if there was a previous agreement that the employee would be working from home on the day in question. No travel costs are payable in this circumstance.
9. The employee is subject to all company policies and conditions of their contract whilst working from home. In particular, the employee must remember that the company expects the highest standards of work and behaviour during working time and abide by terms relating to confidentiality and security of information.
10. 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.

11. The company's office equipment for the employee's use while homeworking is insured under the company's insurance policy against theft, fire and damage.
12. Work-related documents must not be left unattended around the home where they may be seen by other members of the household and work-related calls should be made in a separate room out of hearing of any other members of the household to protect confidentiality and data protection.
13. The employee is responsible for ensuring that their home insurance, rental agreement or mortgage terms do not prohibit working from home.