

Working from Home Policy

Policy overview

K1 Payroll Pty Ltd has implemented a Working from Home Policy.

If you seek to have a Working from Home arrangement, you will need to review this Policy and make yourself familiar with its contents should you seek to have this arrangement.

What is a Working from Home Policy?

The Working from Home Policy for K1 Payroll Pty Ltd sets out the business's eligibility prerequisites for an employee who seeks to work from home.

It also sets out employee obligations should approval be granted for this arrangement.

What happens if I do not comply with the Working from Home Policy?

Employees who have been granted approval to Work from Home but do not comply with the Policy may have their rights to work from home revoked. They may also be subject to disciplinary action up to and including dismissal.

What do I need to do?

You need to read the Working from Home Policy carefully.

Approved employees are expected to adhere to the Working from Home Policy, as amended and implemented from time to time. Failure to comply with the policy may lead to disciplinary action which may lead to termination of employment.

Policy and further information

To the extent that the contents of the Working from Home Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely. Your manager is available to assist with any queries you have relating to the policy which is detailed below.

Working from Home Policy

Aim

K1 Payroll Pty Ltd provides practices and processes which support flexibility in the workplace.

However, there may be times where it is appropriate or necessary for an employee to work from home to complete a particular task. This policy has been developed to address requests from employees to work from home on a temporary or permanent basis.

Employees will need to obtain approval from K1 Payroll Pty Ltd in order to participate in such an arrangement. This is not available as a general right, and whether it will be available in any instance will be considered by K1 Payroll Pty Ltd on a case by case basis.

The General Terms and Conditions of employment will continue to apply while the employee is working from home.

Working from home is not to be used as a substitution for personal leave. If an employee is unwell and unable to attend work, then the employee will be required to request such leave.

Who does this Policy apply to?

This policy applies to all permanent staff of K1 Payroll Pty Ltd that have successfully completed their probation period and have received approval from K1 Payroll Pty Ltd.

Fixed term employees, casual employees and contractors are generally not eligible to Work from Home.

How do I apply for this?

Before approval is granted for a Working from Home arrangement, an employee must complete and have approved the **Working from Home Request Form** found in the Resource Centre.

When will a Working from Home arrangement be considered?

The approval of a Working from Home arrangement is dependent on the following factors:

1. Eligibility
2. Equipment
3. Insurance
4. OH&S

Each request will be determined on a case by case basis. Approval of such request is at K1 Payroll Pty Ltd's absolute discretion.

Eligibility

The following factors will be taken into account when considering a request to Work from Home:

- Are the duties performed by the employee suitable for home-based work?
- Is the volume of work suitable to be performed at home?
- Is the request to work from home for a limited period or on an ongoing basis?
- Can the work be undertaken without direct supervision?
- Will quality customer service be maintained or hindered?
- Has the employee provided a legitimate reason that requires the employee to work from home?
- Can work performance be assessed in a remote manner?
- Are there appropriate mechanisms in place for communication of work issues and information sharing?

- Will the remaining team members be impacted by the employee's physical absence?
- Have processes been established to contact the employee while they are not in the office?
- Does the employee have sufficient technical knowledge to carry out their responsibilities without direct access to their work colleagues?
- Does the employee have appropriate equipment/access to complete tasks from home?
- Is the proposed workspace suitable for the work to be performed? Does it pose any hazards to the employee's health or safety?
- Is the request to work from home a request for flexible working arrangements under the National Employment Standards?

Equipment

If the employee is initiating the request to work from home, they must ensure:

- If equipment is to be borrowed from K1 Payroll Pty Ltd, availability of equipment for the period of use.
- If home equipment is to be used, remote access has been granted and set up, prior to the date required to work from home. Personal computer equipment must not be used unless specific consent from K1 Payroll Pty Ltd has been provided. In determining whether home equipment is to be used, K1 Payroll Pty Ltd will consider the security of its confidential information and whether this will be compromised through an employee's use of their personal computer for work purposes.

K1 Payroll Pty Ltd will inform the employee if they are able to access information for setup of standard remote connectivity to work from home. K1 Payroll Pty Ltd will not be responsible for configuring staff home networks, computer systems, printers or firewalls. Up to date virus protection system must be maintained on any personal computer used for work purposes. The employee will remain responsible at all times for maintaining and repairing their own equipment, and any associated costs.

All equipment provided by the K1 Payroll Pty Ltd is to be used for the work purposes only and employees must not provide access of the work equipment to family members or other employees for personal use. K1 Payroll Pty Ltd employees should be aware of sharing passwords, providing passwords or access credentials used within an unsecured home environment and take necessary precautions to ensure these are not used by persons other than the employee. Serious security breaches of this nature may give rise to disciplinary action being taken against the employee, up to and including dismissal.

If the employee borrows equipment from K1 Payroll Pty Ltd for the purposes of working from home, the employee must take all reasonable precautions necessary to secure the equipment and intellectual property. Responsibility for K1 Payroll Pty Ltd's equipment whilst working from home including travelling, security, handling of the equipment rests with the employee. Any damages or loss must be reported to the management as soon as any incident occurs.

K1 Payroll Pty Ltd will consider specific requests for provision of special equipment to permit a working from home arrangement on a case by case basis. K1 Payroll Pty Ltd will attempt to accommodate such requests where reasonable however K1 Payroll Pty Ltd is under no obligation to provide special equipment except where required by law. K1 Payroll Pty Ltd will not contribute towards any internet or phone costs associated with working from home. All costs of a home office will be borne by the employee.

Insurance Issues

It is the responsibility of the employee who proposes to work from home to investigate any potential impact that working from home may have on home contents insurance, home building insurance, public liability insurance, home mortgage arrangements, or leasing/renting arrangements. Any costs which arise as a result of the employee working from home are to be met by the employee and K1 Payroll Pty Ltd has no responsibility for such costs.

Workplace Health and Safety

Before K1 Payroll Pty Ltd approves a request to work from home, the employee is required to consider and confirm that the proposed workspace complies with workplace health and safety requirements and to complete the Request Form which includes an WHS checklist. If the employee is to perform work from home on an ongoing and regular basis, the WHS checklist must be renewed regularly, at least annually.

The employee must agree to cooperate with K1 Payroll Pty Ltd in all measures to ensure that the home worksite conforms to acceptable WHS standards.

The employee must notify their Manager as soon as practicable of any work-related incident, injury or illness which occurs whilst working at home by completing an Incident Report. The employee is also required to inform K1 Payroll Pty Ltd as soon as practicable of any change to the workspace which may affect the suitability of the workspace for a working from home arrangement. Failure to inform management may result in disciplinary action, up to and including termination.

Hours of Work

The employee agrees to maintain an accurate and up to date record of the hours worked at the home site. The hours to be worked are in accordance with the employee's General Terms and Conditions.

During work hours, the employee undertakes to restrict access to the home worksite to the staff member only and an agreed list of visitors.

Visits

Employees must consent to K1 Payroll Pty Ltd having access by specified personnel to visit and inspect the Work at Home site at mutually convenient times.

The purpose of the visit would be to ensure that the space complies with WHS requirements, assess a Working from Home Request, in the event of any concern or dispute regarding health and safety and/or if any incident occurs which may be connected to the Work from Home arrangement.

K1 Payroll Pty Ltd will provide notice of its intention to inspect not less than 24 hours of any such visit (unless in the event of a work related injury or a reasonable apprehension by K1 Payroll Pty Ltd of an imminent risk to health and safety).

Termination

The Working at Home arrangement may be suspended or terminated by K1 Payroll Pty Ltd if it in its absolute discretion forms the view that:

- The arrangement hinders work productivity;
- The arrangement is not meeting the desired objectives; and/or
- Does not satisfy WHS obligations.

K1 Payroll Pty Ltd will endeavour to provide reasonable notice of termination of such arrangement. A termination of such an arrangement will not affect the employee's general terms and conditions, and will not give rise to any additional compensation or entitlements.

Breaches of policy

The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Depending on the circumstances, K1 Payroll Pty Ltd may take disciplinary action against you up to and including immediate termination of employment.