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Eligibility

An employee must have been employed by Viridis for more than 12 months and not be in a probation period or being performance managed.

As Viridis utilises cloud-based services the location where the employee wishes to work must have an adequate (bandwidth and connectivity) internet connection.

Working from home (WFH) must be cost neutral to Viridis.

WFH arrangements must be agreed to by the employee's manager prior to commencement.

Availability

The employee agrees to be contactable and available for communication with Viridis during WFH periods. Means of communication include:

- mobile phone
- instant messaging
- video conference
- email.

Employees undertaking home-based work are required to follow the same processes for notifying of absences (e.g. sick leave, carer's leave) that apply to all staff. Where required, absences are to be booked on Xero.

In the interest of promoting co-operative and collaborative working relationships, it is essential that a reasonable amount of the staff member's work time is spent in the office. One day per week in the office is considered the minimum and this should be a Tuesday. Where an employee cannot attend the office on a Tuesday, another day is to be substituted in lieu. Where the employee is working on a project with other staff members, the number of days spent in the office is expected to increase and be commensurate to the time required on the project.

Employees must be physically present for team meetings (except the Monday catch-up), unless previously organised with their manager.

Outlook calendars must be kept up-to-date with any personal appointments marked and the periods where work is to be conducted off-site to be shown as 'Working Elsewhere'.

Productivity

It is expected that at least the same levels of productivity are maintained at home as they would be in the office.

Workflow Max timesheets must be maintained on a daily basis.

It is the employee's manager's responsibility to ensure that productivity levels are maintained.

Projects requiring close interaction with other team members should be undertaken in the office and should be discussed with the Project Manager and other team members.

Equipment and Support

Viridis will supply a laptop for the employee.

All other equipment is to be supplied at the expense of the employee.

Insurance

Employees are solely responsible for checking whether working from home has any impact on any existing insurance arrangements they may have, including public liability or equipment covered by their own home contents insurance, and any obligations they may have to notify their insurer that their home is to be used for work purposes.

The employee indemnifies Viridis against all loss or damage to the employee's property and all claims by third parties in respect of personal injury and property damage except to the extent of the law or caused by the negligent act, error or omission of Viridis.

Physical Environment

It is the responsibility of the employee to ensure the:

- the home-based work site is a safe area to work
- the ergonomic workstation assessment is completed.

The employee is to ensure that the work environment is conducive to work and that any responsibilities (e.g. childcare) does not impact their work.

Workplace Health and Safety

Adhere to all Viridis' policies and procedures.

Accidents during work time are to be reported immediately to your manager.

Confidentiality

All the same confidentiality requirements apply to company and client information during WFH periods. Physical copies of the aforementioned must NOT be disposed of at home, they are to be placed in the secure destruction bin in the office.

Withdrawal of WFH Entitlement

WFH arrangements may be withdrawn at anytime by Viridis, without notice and without reason.

Where WFH arrangement affect team communication and/or impact on the quality of our service WFH arrangement will be immediately withdrawn.

Signed

James Howey
Director
Date 21 February 2020