

NCMD Policy No.20 Homeworking Guidance

1.0 Definitions

- 1.1 Employees:** The term Employees in this document covers all paid or unpaid persons, engaged to work by and on behalf of the NCMD, including volunteer positions on the Board of Trustees, the Policy Committee and its formal sub-committees. It is not intended to cover other volunteer positions, e.g. within Clubs.
- 1.2 Home:** The term Home in this document covers any residence of the Employee, either main residence or secondary residence.

2.0 Introduction

This policy is intended to provide guidance and good practice to enable employees to work from home effectively and safely.

The policy is intended to assist both managers and employees in implementing working from home by highlighting areas for consideration and providing practical advice and information.

This policy should be considered alongside and in conjunction with other NCMD's relevant policies such as H&S and Data protection /Privacy policies.

The purpose of this policy is to set out the criteria and arrangements for home working and to provide a framework for a consistent approach. You should also refer to any policies in your main terms of employment and the Articles of Association.

3.0 Background

The NCMD aims to create and provide modern and efficient ways of working for employees. Provided that it fits in with the need of the organisation, flexible working within the Policy Committee and the Trustees is intended to provide for:

- Better use of resources.
- Allowing for the distribution of the committee and trustees across the UK.
- Contributing towards the reduction of CO2 emissions by reducing unnecessary employee commuting.
- The retention of valued and skilled employees to work from home.
- motivating staff who feel that they work for an organisation that is prepared to be flexible and which trusts them.

4.0 General approach and principles

The NCMD has established three generic work styles, one or more of which will be allocated to all employees, as follows:

- Home Office working: Paid Employees who work agreed number of flexible hours from home (for instance, 25 hrs over 5 days per week).
- Mobile / flexible working: Employees (paid or unpaid) who spend some of their time attending meetings, presentations, and events, including the monitoring of social media for their given job role.
- Committee working: Unpaid Employees who work from home on a casual basis.

These three different generic work styles shall have days/ trusted hours agreed with the NCMD. It is critical that any arrangement does not impact detrimentally on either the Employees or the quality and continuity of service provision in all of the functions and activities of the organisation. The key to success is mutual understanding and trust, leading towards mutual benefit.

5.0 Health and safety incidents

All home or away incidents, including near misses, shall be reported to the NCMD, via the GS, at the earliest possible opportunity.

6.0 Suitable working conditions.

If a suitable home environment is not available or where key health and safety requirements cannot be met, home working is not acceptable. This fact should be determined and recorded at the first interview.

Working from home, by its very nature, is often individual to the job and Employee. The NCMD and Employee will agree and check appropriate arrangements are in place or a timescale for implementation agreed. This agreement will be recorded.

Consideration should be given to the guidance within this policy to ensure that everything is in place. Particular attention is drawn to matters relating to health and safety, PAT testing, ICT, confidentiality, contact, absence reporting, training and support, and the main terms of employment.

Consideration should be given to different approaches to managing employees who are working from home, such as managing outputs and deliverables. This relies on collaborative working between the employee and the General Secretary and regular review of performance targets and workload levels and with a focus on mental health and wellbeing and connectivity with the wider team.

It is the responsibility of the employee and the GS to ensure the confidentiality of all NCMD information whilst the employee is working from home. Consideration should be given to the availability of lockable storage cupboards if needed. The security of information on Laptops

and computer equipment must be prioritised due to the risk of other members of the household/visitors gaining unauthorised access to confidential information. Documents should be disposed of securely and not in domestic recycling bins.

To maintain confidentiality and data security systems, only approved equipment may be used whilst working from home and the organisations equipment (laptops) must be stored securely at home and not left in an employee's vehicle etc.

It is considered that working from home is mutually beneficial and that the costs and benefits of working from home will cancel each other out.

7.0 PAT testing

All equipment provided must be used in accordance with instructions, safe methods and systems of working, and must be returned at the end of employment, or at the end of the working from home arrangements.

Electrical equipment provided and used when working from home will need portable appliance testing (PAT). The employee, and the GS, will need to make appropriate arrangements for this testing to take place, prior to any working from home and every 2 years thereafter.

8.0 Car phones

As an employer we do not expect or ask that employees use a hands-free phone on the firm's business. The answering of car phones when driving is not advised or expected.

9.0 Breaks

All Home Workers are advised and expected to take regular breaks within their paid hours. We advise no more than two hours driving between breaks.

10 Mobile/flexible working

The Employees are based at their home address but may be asked to attend rallies or events etc to show NCMD's presence at this type of function. They are also asked to attend meetings where Teams meeting is not acceptable (i.e. AGM's etc).

Where this is essential then all reasonable H & S precautions must be observed and any incidents or possible incidents (near misses) must be reported to the NCMD via the GS at the earliest possible opportunity.

11 Self-assessment form

Employees and employer's managers need to understand and comply with the firms Health and Safety policy and requirements for working from home and complete a self-assessment checklist prior to commencing any work from home. This will form part of the induction process for any new members of the team.

The checklist should be completed initially on the set up of working from home. The GS and the employee should review this form at least once a year – it is suggested at the start of the new performance review cycle in April of each year. Any accident or ill health directly related to the working from home arrangements, should also prompt a review and be reported using existing NCMD procedures.

In general, working from home should not give rise to any special difficulties from a risk management or insurance point of view. The guiding principle is that good practice should reduce or eliminate the possibility of injury or loss to employees, the NCMD or others. Insurance by itself does not prevent injury or loss, and good risk management techniques are required.

It is vital that employees and managers adhere to this Working from Home policy and associated guidelines, to maintain the validity of this insurance provision.

12 Review

Homeworking arrangements should be kept under review to ensure they remain effective for both the NCMD and the employees. This policy explains that arrangements must be reviewed periodically and adjusted where necessary, particularly where needs change or issues arise.

The risk assessment is an ongoing process and any potential risks identified should be reported ASAP to the GS to bring to the full committee.