

Home Working Policy



Education & Skills
Funding Agency

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A) INTRODUCTION

Under agreement with your Line manager/Director and where you are able to work productively, you may be permitted to work from home on occasion or for agreed periods of time.

Where employees are approved to work from home they need to consider the following skills, which are key to ensuring that their home working can continue.

- time management and self-discipline
- motivation
- self-sufficiency
- communication
- technology

Your working environment and working practices are subject to the same working standards that are applied to Arena Learning offices regarding confidentiality, access to company documents and Health and Safety. You may be required to attend a minimum of one meeting per month at Arena Learning premises OR online.

If, on any occasion, company documents are used in the course of working at home, precautions must be taken to ensure third parties (including members of your family, visitors or other persons visiting or residing in your home) do not become aware of any information which is confidential. Information must not be left unattended when you are working and when materials are not in use they must be kept locked away in a secure place. Similar precautions must be taken when transporting documents in the course of your work.

B) HOURS OF WORK

You should make yourself available for your specified hours of work. You are required to complete time sheets and submit signed copies to your supervisor for approval every four weeks. Once your supervisor has approved the time sheets, they will be submitted to Payroll.

C) EQUIPMENT PROVIDED/COST RE-IMBURSEMENT

The following equipment may be provided to you:

- workstation, including suitable desk and chair
- filing cabinet, drawers and shelving
- PC with office software, anti-virus software, email and broadband internet connection
- dedicated business telephone line
- printer and fax machine
- stationery and office supplies

D) ACCESS TO YOUR HOME

Arena Learning have the right, on request, to visit and gain access to that area of your home you use for your workplace in order to:

- a) review, inspect or remove any of our property, documents, records or other information relating to our business and your work for us; and
- b) to conduct an audit of health and safety provisions.

- c) whilst working from home you should be contactable at all times. We reserve the right to contact you during either the hours as stipulated on your SMT or as otherwise detailed.

E) HOME DETAILS

Your Manager must be informed immediately of any actual or potential changes to:

- a) your address; your contact number;
- b) occupancy of the property by yourself and/or others;
- c) telephone communications with the property; and
- d) any other changes relevant to the use of your home as your work base.

The information on business relationships you are asked to confirm annually will include certain declarations about individual family members and/or any other persons living in your home.

You should make sure your home insurance has been informed that it is being used for business purposes and that you are not in breach of any of their terms and conditions.

F) CONFIDENTIALITY

- 1) All company business information is regarded as confidential and data protection is a top priority of ours; we take our obligations under the Data Protection Act seriously. Therefore you must make yourself aware of Arena Learnings' policies on data protection and ensure adherence to it at all times. You must take steps to protect company records at all times against loss, unauthorised access, alteration or destruction. You must make Arena Learning aware immediately if you discover that there has been a data breach.
- 2) You are required to take special care to secure all records and to prevent unauthorised disclosure of any Arena Learning or other business information. Student contact information is particularly sensitive as Student have a legal right to expect personal information held about them to be held in utmost confidence. On behalf of Arena Learning it is your legal obligation to ensure these rights are protected.
- 3) Precautions must be taken to ensure third parties; including members of your family, visitors or other persons visiting or residing in your home do not become aware of any information which is confidential. Information must not be left unattended when you are working and when materials are not in use they should be locked away in a secure place. Similar precautions must be taken when transporting documents in the course of your work.
- 4) If you have any reason to believe that Arena Learning information is lost, altered or has been accessed by any unauthorised person, you must report this to your Manager without delay.
- 5) Use of any computer equipment owned by Arena Learning, its software and computer discs are limited to you alone and to business applications. Peripheral equipment such as printer and modem may not be connected to any of Arena Learnings' computers other than those issued to you by Arena Learning. Information personal to you should not be stored on the computer.

I understand the above policy and the terms and conditions contained within and I agree that they form part of my Contract of Employment.

SIGNATURE:

Employee

DATE:

