



For better  
mental health

## **RICHMOND BOROUGH MIND**

### **Working from Home Policy**

#### **1. Policy Statement**

Richmond Borough Mind recognises that there may, on occasion, be circumstances when it would be more beneficial for staff to work at home in order to complete a particular task, for example a special project.

Richmond Borough Mind supports flexible working conditions for all its employees and acknowledges that flexibility allows for better working morale and helps alleviate stress.

However, it is not possible to offer home working to all staff as the requirements of some jobs will not be suitable for such arrangements.

This policy aims to provide a guide for RB Mind staff that have the opportunity of working from home, especially those whose work is not centre based.

#### **2. Qualifying Conditions**

Agreement to work at home is dependent on certain criteria being fulfilled, including that the member of staff:

- Has gained prior approval from her/his line Manager at least 48 hours prior to when the employee is considering to work from home
- Does not have commitments within that time at any of RB Mind's Centers or at other buildings from which RB Mind operates
- Has notified both her/his Manager of her/his hours of work and location
- Has left a contact telephone number and is available to be contacted during the nominated times

#### **3. Requests to work from home**

Permission is required for each occasion that an employee wishes to work at home. The employee should make the request to their Manager. Serious consideration will be given to such requests and a decision regarding the suitability of working at home will take into account all relevant circumstances. The decision of the Manager is final.

Employees will be given the opportunity to pre-book working from home days at every supervision session.

## **4. Working Arrangements**

### **4.1 Workload**

The work/project to be completed at home will be agreed in advance with the Manager in writing. The manager may ask for progress in relation to the work agreed to be conducted at home once the employee returns.

### **4.2 Days agreed to work from home**

Working from home days may be agreed in advance during monthly or bi-monthly supervision sessions. Advanced booking of working from home days will allow for appropriate planning and ensuring that services the employee offer will not be affected.

During any given month a full time member of staff is entitled to work up to 3 days from home, whilst any part time member of staff is entitled to work 1 day from home. The differentiation is based upon the availability of the member of staff during any given moment of time.

If any particular member of staff needs additional working from home arrangements this will be discussed and the decision may be made at the managers discretion.

RB mind observes the right to request members of staff to work from home on specific days, this may be due to any construction work currently being undertaken in any of it's centers or offices. RB Mind may also requests employees to work more extensively at home if there are limitations within its premises.

### **4.3 RB Mind Equipment**

Any equipment provided by RB Mind for the purposes of working at home will be maintained by RB Mind. The member of staff is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions and data protection. Staff must ensure that any such equipment is returned at the end of the arrangement. Whilst working from home all employees are reminded that if they working on sensitive client data that they at all times must abide by RB Mind's Data Protection Policy.

### **4.4 Insurance Cover**

Staff are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their insurers prior to commencing working from home. It is the responsibility of the member of staff to ensure that their home contents policy covers any RB Mind equipment used for the purposes of working at home.

Name of policy / procedure:  
Handbook section and code:  
Status:  
Approved by:  
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Working from Home Policy  
People Management  
Approved  
Management Committee 9<sup>th</sup> February 09  
9<sup>th</sup> February 2011

#### **4.5 Personal Details and Confidentiality**

Staff are advised not to release their home address and telephone number to non-members of staff. Staff must not to meet with service users / carers at home. In the event that the member of staff feels this is essential they must gain prior approval from their Manager and try to arrange the meeting not to occur at their home.

When working from home employees are reminded that they must abide to and respect RB Mind's data-protection and confidentiality policy, and all other organisational policies still apply.

#### **5. Health and Safety**

RB Mind has a duty to protect its staff's health and safety at work in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it.

Staff are required to comply with the RB Mind's Health and Safety policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment with RB Mind.

Failure to comply with the RB Mind's Health and Safety policy may result in disciplinary action against the member of staff.

#### **6. Reporting Sickness Absence**

In the event that the member of staff is sick during a period of working at home then the normal RB Mind sickness reporting requirements must be followed.