

HR3.3 Remote Working and Working from Home

Purpose

1. SAVVY supports flexible work practices that assist staff to balance their work and personal lives. Remote working/Working from home is an initiative that allows greater flexibility and balance between work and personal needs (such as family or caring responsibilities).
2. The purpose of this policy is to identify the conditions employees must abide by when performing work remotely or from home, and how employees may apply for permission to work in this way. Any such arrangements must be approved in writing by SAVVY and in most circumstances SAVVY's premises will remain your primary place of work.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Fair Work Act (2009)

Key Responsible Executive

Chief Executive Officer

For More Support

Head of Human Resources

Policy Statement

1. Employers and employees have responsibilities under work health and safety laws to ensure that work is carried out safely. These rules also apply to remote working/working from home. Employers must act in accordance with SAVVY's requirements and directions in respect of health and safety when working remotely or from home.
2. In so far as this policy imposes any obligations on SAVVY (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract.
3. SAVVY may unilaterally introduce, vary, remove or replace this policy at any time.

Procedures

1. Request to work remotely or from home
 - a. All requests to work remotely or from home must be made in writing by the employee. Where the employee makes the request pursuant to a right to request flexible working in accordance with the Fair Work Act 2009 (Cth) (“the FW Act”) any request must be made in accordance with the relevant provisions of the FW Act, and SAVVY will consider the request and respond in accordance with the relevant provisions of the FW Act (see HR3.2 Flexible Working).
 - b. Nothing in this policy affects employees or SAVVY’s rights and obligations under the FW Act and in the event of an inconsistency with the FW Act and this policy, the FW Act will prevail.
 - c. Factors that SAVVY will consider when considering a request to work remotely or from home include:
 - i. The needs of the employee;
 - ii. The operational needs of SAVVY;
 - iii. The nature of the work and its suitability to a remote working or working at home arrangement;
 - iv. Potential positive or negative effects on the quality of work processes, practices and outcomes and the impact on work colleagues;
 - v. Availability of equipment used to facilitate working remotely or from;
 - vi. Any additional costs SAVVY will incur (eg equipment or insurance costs, etc).
2. Refusal of requests
 - a. SAVVY may refuse requests if these do not meet the operational needs of the business, or other factors as outlined in the FW Act, however all requests will be considered carefully, and outcomes communicated to employees including reasons given.
3. Approved requests
 - a. When a request to work remotely or from home is approved, an employee will be required to enter into a written Remote Working / Working from Home Agreement.
 - i. Whether the arrangements are on a temporary or ongoing basis, and if on a temporary basis, how long the arrangement will continue for;
 - ii. Where work must be performed from (eg from the employee’s home);
 - iii. The days/hours/occasions that the employee can perform work remotely or from home;
 - iv. Arrangements for how and when the employee will be contactable (eg they must be available to respond to mobile telephone calls and work emails within their normal work hours);
 - v. All relevant workplace health and safety requirements relevant to the arrangements; What equipment SAVVY will provide for the arrangement (if any);
 - vi. Any expenses SAVVY will reimburse the employee for in respect of the arrangement (eg equipment);
 - vii. Any other relevant items.
 - b. Employees working remotely or from home remain subject to relevant Company policies and procedures. Employees working remotely or from home are responsible for maintaining a safe work environment.
 - c. SAVVY reserves the right to suspend or terminate a Remote Working / Working from Home Agreement at any point for operational or any other reasons.
 - d. SAVVY may require the employee to attend SAVVY’s premises (or any other location) at its discretion during the period of a Remote Working / Working from Home Agreement—for example, for meetings, training, etc.

4. Use of personal computer
 - a. Where an employee uses a personal computer, when working remotely or from home, the employee must ensure the security of SAVVY's information by taking measures including:
 - i. Having appropriate licences for the software applications on the computer;
 - ii. Having adequate virus and firewall protection; and
 - iii. Taking physical security for the computer (e.g. not leaving it unattended or in a position is liable to be stolen).
5. Insurance
 - a. Employees should be aware that SAVVY does not insure any employee owned equipment, furniture or other property used when an employee works remotely or from home.
6. Injury, illness & other incidents
 - a. Where an employee has been approved to work remotely or from home and the employee becomes ill, the employee must comply with the usual reporting of absence due to illness. Where an employee is injured while working remotely or from home they must report the injury to SAVVY immediately.
 - b. The employee should also report any other relevant incidents to SAVVY immediately (security issues, theft of Company property, etc).
7. Interaction with other entitlements
 - a. Should an employee request in advance to work from home in accordance with this policy, and subsequently provide a representation that they require absence due to illness or injury, appropriate notice is required in accordance with the Leave Policy.

References to other SAVVY policies and external sources

1. HR3.2 Flexible Working Arrangements

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation
2. 18 August 2023 - adjustments to responsibilities and grounds of refusal