



Working from Home Policy

Policy Statement

Due to the client-facing nature and consumer orientation of our business, Healthy Living NT's (HLNT) primary expectation is that its employees will operate from HLNT premises. Exceptions to this policy must be approved by the CEO in accordance with this policy.

Flexible working arrangements (Working from Home) can include:

- a) *Informal, temporary and/or ad hoc*
- b) *Formal, fixed schedule of working away from the office*

Healthy Living NT (HLNT) recognises the potential benefits that flexible working arrangements will have for some employees where it can be demonstrated:

- to provide benefits both to HLNT and the employee, and
- that risks to both to HLNT and the employee can be reasonably minimised.

This Working from Home Policy, along with the below procedures outlining areas and circumstances where Working from Home may be appropriate, is intended as a general guide for employees. Assessment will be on a case-by-case basis as Working from Home is unlikely to be an appropriate arrangement for the majority of employees and jobs.

HLNT considers *Formal* Working from Home arrangements specified in b) above to be a viable and flexible option when both the employee and the job are a match for the arrangement.

A *Formal* Working from Home arrangement as specified in b) above should be assessed against the following criteria.

- The arrangement would enhance or maintain the employee's personal productivity;
- The employee's role is one that can be done remotely in an effective way;
- There is a demonstrable benefit to HLNT;
- HLNT and its clients as a whole are not disadvantaged if the employee is not present at the office;
- There are no significant security or data privacy concerns;
- The employee's infrastructure / internet speed is suitable to complete their work;
- The employee's home office is safe, and complies with guidelines;
- The employee's home office environment is safe and there is no threat of violence from other members of the household;
- There is a health and safety issue/s associated with working in the office.

Having regard to HLNT's staff size, there are limited instances where a long-term formal work from home arrangement does not adversely impact on HLNT operations.

Exceptions to Policy

This policy does not cover extraordinary circumstances such as times of emergency, natural disasters or health crises. Noting that a number of HLNT's functions are regarded as essential services, any work from home arrangement will be determined on a case by case basis according to the emergency or crisis.

Status	Approved	Working from Home Policy	Document ID	00039
Consultation	Board and Staff		Date of Issue	17/04/2021
Approval By	Board		Current Version Number	1.0
Circulation (on approval)	Board and staff	Page 1 of 4	Review Cycle	Annual

Types of Working from Home, Conditions and Expectations

Types of Working from Home	Conditions	Expectations
a) Informal, Temporary or ad hoc		
<p>Examples of this include logging on from home after return from a trip, for illness (e.g. broken limb where the employee is fit to work), potential illness (isolation or quarantine), or a one-off arrangement that may be project or circumstance-related (e.g. carer responsibilities or weather events).</p>	<p>Healthy Living NT understands the need to allow employees to Work from Home for singular events or circumstances.</p> <p>These arrangements will be approved on a case-by-case basis and with no expectation that they may be ongoing. Other short-term arrangements will be considered for employees on an as-needed basis.</p> <p>Prior approval should be sought from your manager, wherever possible.</p> <p>A time-sheet, detailing hours worked and worked completed must be submitted to your manager on return to the office.</p>	<p>OH&S: HLNT has a duty of care to our employees to ensure their safety; additionally, we expect that the employee Working from Home is aware of and takes seriously the commitment to maintain a safe working environment. All safety policies which apply at HLNT workplace shall, as far as practicable, apply to working from home.</p> <p>Communication: The employee agrees to be contactable and available for communication with HLNT during the periods in which working from home is carried out. Where appropriate, the employee must also be able to return to the office if required.</p> <p>Equipment: HLNT believes the individual has appropriate equipment in their home office.</p> <p>Security of Assets and Information: Security of information shall be as per HLNT office-based operations, Privacy Policy and related policies and procedures. It is agreed that the employee shall take all reasonable precautions necessary to keep HLNT information, data and assets secure.</p>
b) Formal, fixed schedule of working away from the office		
<p>Examples of this include where an employee does not live in either Darwin or Alice Springs, or where an individual employee has been approved to work from home on an extended basis</p>	<p>Either an employee or a manager can suggest Working from Home as a possible working arrangement. Final approval of Working from Home is at the discretion of HLNT, assessed against the criteria in this policy. All Working from Home arrangements will begin on a trial basis for the first 30 days and can be discontinued at any time by either the employee or HLNT. The arrangement will be reviewed and evaluated quarterly.</p>	<p>OH&S: HLNT has a duty of care to our employees to ensure their safety; additionally, we expect that the employee Working from Home is aware of and takes seriously the commitment to maintain a safe working environment.</p> <p>All safety policies which apply at HLNT workplace shall, as far as practicable, apply to working from home. Additionally, the employee must complete and have approved a Health and Safety Remote Workplace audit prior to the commencement of any arrangement.</p>

Types of Working from Home	Conditions	Expectations
Formal, fixed schedule of working away from the office (continued)		
	<p>Individuals requesting a formal Working from Home arrangement must be employed with HLNT for a minimum of 6 months. The employee and the supervisor, with input from management, will evaluate the arrangement, specifically reviewing the following areas:</p> <ul style="list-style-type: none"> • Job Responsibilities – The employee and the manager are responsible for outlining job responsibilities, job changes, and working habits of the employee to create a successful Working from Home arrangement. • Equipment and Location – The employee is to have a designated workplace and may be issued proper, needed equipment on a case-by-case basis, using input from both the employee and the supervisor. However, the provision of HLNT assets cannot be assumed. <p>The Working from Home arrangement necessitates that communication between the employee and manager, and the employee and the team, continue normally, based on the job responsibilities and work-related projects.</p>	<p>Hours and Objectives of Work: Hours / Days of work and work objectives are to be agreed in advance on a fortnightly basis as per the Staff Remote Workplan.</p> <p>Communication: The employee agrees to be contactable and available for communication with HLNT during the periods in which working from home is carried out. Where appropriate, the employee must also be able to attend the office if required.</p> <p>Equipment: HLNT believes the individual is to set up their workplace with appropriate equipment. They may borrow or loan items on a case by case agreement.</p> <p>Equipment and software belonging to HLNT will be solely used for the purposes of performing Working from Home duties for HLNT. All equipment owned by HLNT will remain the property of HLNT.</p> <p>Security of Assets and Information: Security of information shall be as per HLNT office-based operations, Privacy Policy and related policies and procedures.</p> <p>It is agreed that the employee shall take all reasonable precautions necessary to keep HLNT equipment and data secure.</p>

Responsibility for Policy

The Board of Healthy Living NT is responsible for ensuring this policy is up to date and complied with.

Approval

Original Submission Date: Board Meeting 2/21 of 17 April 2021

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Circulation: Board and Management

Sign off by: Chair of the Board

A handwritten signature in black ink, appearing to read 'Ron O'Brien', with a large, stylized flourish at the end.

Signature: Ron O'Brien
On behalf of Healthy Living NT Board

Related Policies and Documents

Occupational Health and Safety Policy

Privacy and related policies

Health and Safety Remote Workplace Audit

Staff Remote Workplan.

Business Continuity Plan and associated documents