



# CALLANDER COMMUNITY DEVELOPMENT TRUST

[callandercdt.org.uk](http://callandercdt.org.uk)

## Homeworking Policy

### **Purpose:**

Callander Community Development Trust (hereafter CCDT) recognises that homeworking can be beneficial for individuals and, to this end, will seek to accommodate it wherever possible.

Homeworking is understood to mean working from home on an occasional, temporary or permanent basis. It simply means that employees conduct their job from home with the same contractual obligations, such as core working hours.

There are two main categories of homeworking:

- occasional/ad hoc homeworking: this arises in relation to specific pieces of work or for specific periods. It does not follow a regular pattern, is combined with working from the employee's normal workplace and is subject to the prior approval of a line manager. It may be granted as part of a phased return to work after parental leave or sickness absence or be a temporary arrangement due to family commitments or domestic circumstances.
- regular homeworking: this is an agreement between CCDT and the employee to work the working week from home, or a combination of homeworking and attendance at one of the CCDT workplaces (Callander Connect or the Visitor Information Centre), on a regular and on-going basis.

### **Aim:**

Employees may undertake some of their duties away from one of the CCDT workplaces or away from their normal place of work, for a number of reasons and with varying degrees of frequency.

Whatever the circumstances leading to a situation where employees have been granted permission or recruited to work from home, this policy applies, and all employees must comply with the requirements set out below.

Please note that this policy should not be taken as forming an employment contract and may be updated at any time.

### **Eligibility:**

Employees are eligible to work from home:

- if stated in their employment contract
- subject to the needs of the organisation, such as attendance at meetings or staffing CCDT premises and events

- at the discretion of the Board of Directors.

Homeworking may invalidate an employee's home contents insurance policy. Employees are required to check the policy and provide a copy of the policy wording and schedule to their line manager, if deemed necessary.

### **Occasional/ad hoc homeworking applications**

Any requests for a long-term period of working from home should clearly set out the reasons why.

Examples may include a project or set of tasks that requires peace and quiet and a lack of interruptions. A backlog of tasks or a major project may also give rise to an employee wishing to request homeworking.

There may be family commitments such as the long-term illness of a relative or dependant. In this situation, we would also ask that you refer to our policy on time off for dependants.

There could be issues relating to the recovery from mental or physical illnesses which may make a request for homeworking conducive to the smooth recovery of the employee.

Various transport considerations may give rise to a request for homeworking.

### **Regular homeworking applications**

Employees must discuss their proposed regular homeworking pattern with their line manager upon or soon after their hire. In such a discussion, the employee should consider the following aspects and discuss any issues arising from the points below with their line manager informally, which should address the following points:

- confirmation that the employee meets the eligibility criteria for homeworking.
- the date from which the arrangements are intended to start.
- the proposed number of days to work from home - the whole working week, or only certain days, according to their employment contract.
- proposed hours of work, according to their employment contract.
- the proposed organisation of the home working environment - available separate room, security arrangements for CCDT equipment and materials/documentation.
- extent of availability to attend CCDT workplace/s, for meetings, cover colleague absences etc.
- how the employee proposes that contact will be maintained with their line manager.

As part of this, the line manager should determine how to monitor:

- managing workload independently.
- self-motivation and working to own initiative.
- adapting to the different working practices involved.
- problem-solving and different pressures associated with working alone.
- adapting to different methods of being line managed and liaising with colleagues.

**Homeworking agreement:**

The agreed arrangement is subject to the following conditions:

- CCDT reserve the right to terminate the homeworking arrangement at any time for any reason on reasonable notice.
- employees are required to be available during the core hours specified in their homeworking agreement.
- if any issue arises that causes an employee to no longer meet the eligibility criteria at the outset of this policy, CCDT will review the homeworking arrangement and may terminate it on reasonable notice.
- the homeworking arrangements will be subject to regular review.
- employees working from home will be expected to attend meetings and other office-based events as and when required by their line manager.
- employees working from home are required to comply with CCDT policies, including holiday, sickness, absence etc.

**Homeworking practical arrangements:**

CCDT supplies homeworkers with the necessary equipment relevant to their job role. The equipment remains CCDT's property and will be installed and removed at the organisation's cost. CCDT may need to attend the employee's home to update, maintain or repair/replace the equipment and will give the employee reasonable notice of the need for this.

Employees should take reasonable care of CCDT equipment and only use it for organisation business. IT and telephony equipment may only be used in accordance with CCDT's IT, telephony, data protection and monitoring policies.

For those without prior experience of videoconferencing or electronic file sharing, training can be provided in the relevant tools and software.

Personal equipment that an employee uses for work purposes remains their responsibility and CCDT is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager.

Employees should maintain regular contact with their line manager so that the organisation can work towards early resolution of any problems. This applies to problems with organisation equipment and also in relation to the ongoing suitability of the homeworking arrangement; pressures and stress occur equally to homeworkers as they do to those working at CCDT's offices/sites and the organisation encourages the early reporting of these issues so that practical steps can be considered and implemented to the mutual agreement of both the homeworker and the line manager.

The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by CCDT. These costs will remain the employee's responsibility.

Employees must keep CCDT data and materials safe and secure at all times, ensuring reasonable precautions are being taken to maintain confidentiality in accordance with the Data Protection policy.

Employees can, if they give their permission, provide their personal contact details to colleagues/customers/clients. Otherwise, they will use contact details specific to CCDT.

**Health and safety for homeworkers:**

If deemed necessary by either the employee or CCDT, a risk assessment will be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements. CCDT may need to check such workplaces from time to time as the homeworking arrangement proceeds. The organisation may require self-assessment of some aspects of the workplace and training may be provided, as necessary. Any steps necessary from these various risk assessments will be undertaken to ensure the homeworker has a safe workplace.

A specific risk assessment will be done on employees who inform the organisation that they are pregnant. In order for this to take place, homeworking employees who become pregnant should notify their line manager of their pregnancy immediately. More details about what to do are available in CCDT's Maternity Policy.

**Moving home:**

If employees move home, the homeworking arrangement will be reassessed. If CCDT considers that the house move would make, or has made, homeworking unsuitable, this may result in the homeworking period coming to an end.

**Electrical equipment:**

Homeworkers are required to use all equipment supplied by the organisation safely and in accordance with best practice and manufacturer's guidelines. Homeworkers will be responsible for any electrical equipment used by them in their work activities and will continue to be responsible for the safety of electrical sockets and wiring in their home.

**Working hours:**

Employees are responsible for ensuring they complete their working hours as defined in their contracts of employment.

**Working time:**

Employees are responsible for ensuring they take their rest breaks as defined in their contracts of employment. Working time should be monitored and rest breaks of at least 20 minutes for every six hours of working should be taken.

**Employee conduct:**

If homeworking becomes unsuitable due to employee conduct or performance, the homeworking arrangement may be terminated immediately. Further disciplinary action may also be taken in line with organisation policy.

## Document version control

Version number	Change or update	Author or owner	Date	Approved by Board	Review due
1.0	First version	Freddy Bowen-Bate	19.11.24		
2.0	Inclusion of giving training on using online meetings, and option for giving personal contact details.	Freddy Bowen-Bate	26.11.24	29.07.25	July 2029