COVID-19 Working from Home POLICY

# Purpose

1. The <Organisation name> COVID-19 Working from Home Policy provides guidance for employees on performing their duties for, and conducting business on behalf of, <Organisation name>, whilst working at a home-based work site.

# Scope

1. The policy applies to all employees of <Organisation name> who are required to perform their duties at a home-based work site.
2. This policy should be read in conjunction with the COVID-19 Working from Home Agreement, COVID-19 Working from Home Checklist, and COVID-19 Working from Home Safe Work Procedure.
3. This policy is applicable to the employment of employees but operates independently of their contract of employment and does not form part of it.

# Policy Principles

1. Home-based working is an arrangement between an employee and <Organisation name>. Home-based work will be considered on a case by case basis.
2. Home-based working will not commence until a COVID-19 Working from Home Agreement has been signed by <Organisation name> and the employee, which outlines the required standards and expectations of home-based working.
3. The COVID-19 Working from Home Agreement will continue to operate unless terminated by <Organisation name> at its discretion and based on guidelines issued by the Federal Government and/or WA Department of Health.
4. The terms and conditions of employment that apply at <Organisation name>’s premises, will continue to apply at the home-based work site.
5. Employees who are unsure about any aspect of this policy, or how to apply it, should speak to their manager.

# Consequences of a Breach

1. Any action in breach of this policy may result in disciplinary action in accordance with the Discipline Policy.

# Related Documents

1. COVID-19 Working from Home Agreement
2. COVID-19 Working from Home Checklist
3. COVID-19 Working from Home Safe Work Procedure