



Working from Home Policy



Intent

A working from home arrangement may be agreed for staff/kaimahi in suitable roles or if required for health or other reasons.

It may be part of a flexible work arrangement. Working from home will be encouraged if there is a public health need for distancing and if we are unable to operate from our workplace (eg because of earthquake, flooding damage).

If, at any stage, working from home is not an option and we are unable to provide in-person services, staff may be entitled to take [leave](#).

Requirements

Flexible working options

[Flexible working arrangements](#) will be made available to kaimahi in accordance with our policy.

A working from home arrangement may be agreed for staff in suitable roles, or when they are [at risk of illness](#), or otherwise prevented from attending the workplace (eg earthquake damage, pandemic lockdown).



Working from home arrangements

Arrangements will be recorded in writing unless impracticable and will cover issues such as:

- access to files, the organisation's policies, procedures and technology
- equipment to be provided for the mahi
- hours of work/mahi (consistent with employment terms unless agreed otherwise)
- types of mahi that may be done from home
- use of technology to connect with clients, colleagues (eg zoom, teams, phone, texting)
- how safety and wellbeing will be monitored
- payment of work-related expenses
- updates about the staff member's health status.

If in writing, a copy of the arrangement will be given/forwarded to the employee(s) and a record kept on file.

Responsibilities while working from home

Staff/kaimahi

During the arrangement, the kaimahi will be expected to:

- comply with our policies and procedures, Code of Conduct etc
- keep management informed about their health status
- meet the costs for general utilities (use of internet, power, gas) unless otherwise agreed
- report into the organisation as and when agreed
- take all reasonable steps to safeguard their health and safety
- continue to undertake their mahi in the manner agreed with management, colleagues and clients
- keep all work information secure, especially client information and any other sensitive material



- take reasonable care of the organisation's property (eg hardware provided).

Management

Management will take all reasonable steps to ensure the kaimahi:

- has the equipment and access to technology that is needed for their mahi
- is updated about developments in the workplace
- is engaged in the BAU and not disadvantaged in their employment by working from home
- receives support and supervision for work-related duties.

Monitoring and review

The working from home arrangement will be monitored and regularly reviewed, including:

- kaimahi/staff safety and wellbeing
- the suitability of the arrangement for the kaimahi and organisation
- the staff member's work performance and access to supervision and support.

Cessation of working from home arrangement

The arrangement may be terminated if:

- the employee becomes ill (ie where the arrangement was made to address risk of illness)
- there is no longer remote work available (eg prolonged shut down)
- the kaimahi/staff member's needs change and they become entitled to leave for the duration of a temporary arrangement (eg care of a dependent; sick leave)



- the kaimahi notifies, and if requested, provides medical proof that they are fit to return to work at premises (ie when on a temporary arrangement)
- other policies apply (eg kaimahi resigns, is made redundant or is dismissed)
- the kaimahi wants to finish the arrangement and there is on-site work available for them
- it is decided by management (based on best interests of the organisation and consideration of implications for the kaimahi/other staff).

Medical clearance may be required

Management may require staff to obtain medical clearance before returning to the workplace when they have been working from home for health reasons.

Compliance

Social Sector Accreditation Standards – Levels 2, 3, 4, Staffing

NZS8134:2021 Workforce and Structure 2.3-2.4

Employment Relations Act 2000

Helpful links

[Flexible working](#)

[Leave](#)

[Staff at risk of illness](#)

[Supporting Providers through COVID-19, MSD](#)

[Essential services in the health and disability system](#)



Review

Date: January 2022

Next review: December 2023