**Remote Working Policy**

Insert Logo

**1.0 INTRODUCTION**

This Remote Working Policy (the “Policy”) applies to all employees of BUSINESS NAME (the “Business”), whether the employee works remotely regularly or under exceptional circumstances as directed by the Business from time to time.

For the purpose of this Policy, “working remotely” includes any circumstance where the employee, instead of performing work primarily at the Business’ office or other location designated by the Business, completes work primarily from a location including the employee’s home or another location chosen by the employee using computer, internet, telephone, and other equipment that facilitates the ability of the employee to complete their work responsibilities.

Employees’ working environment and working practices while working remotely are subject to the same working standards that are applied to the Business’ offices regarding confidentiality, access to Business documents, and workplace health and safety.

1. **REMOTE WORKING ARRANGEMENTS**
   1. **Company Policies**

While working remotely, all relevant workplace policies, applicable legislation, and the employee’s contract of employment continue to apply.

* 1. **EMPLOYEE RESPONSIBILITIES**
     1. **remote working information**

Employees who are working remotely must inform their manager of the following information:

* The address and location from which the employee is working remotely (updated as necessary);
* Whether the location is shared with other individuals, and, if so, who and what precautions are or may be taken to preserve confidentiality of the Business’ information;
* The employee’s cell phone number that is being used for business purposes;
* Information in respect of the electronic hardware, internet connection, and telephone capabilities at the remote working location.

Employees must immediately inform their manager of any change to the above information.

* + 1. **schedule and timekeeping**

Employees are expected to work their regular hours of work while working remotely.

Remote working employees who are eligible for overtime under applicable employment standards legislation must record all hours worked in a manner designated by the Business and consistent with the hours of work and overtime provisions set out in the Employee Handbook. Employees must obtain approval from their manager prior to working overtime.

* + 1. **REMOTE Work Environment**

Employees working remotely must establish an appropriate work environment within their home or alternative location. The remote work location must have a reliable internet connection sufficient to allow the employee to complete work effectively and efficiently.

Employees must ensure that dependent care arrangements are in place and that personal responsibilities are managed in a way that allows them to successfully meet their job responsibilities without interruption or distraction.

Employees are required to perform work diligently and efficiently during working hours while working remotely and must be available for work at all times during the employee’s working hours or as otherwise directed by the Business.

During an employee’s regular working hours, employees must respond promptly to any calls, emails, or other communications from the Business, or calls, emails, or other communications received from third parties for business purposes. Employees must check in with their manager as directed by their manager.

Employees must observe all applicable health and safety laws and policies in respect of working in a remote work location. Employees may consult with their health and safety worker representative, if applicable, in respect of best practices in setting up a safe and healthy remote work location. Employees may use the checklist attached as Appendix "A" to perform a hazard assessment of their remote work location in consultation with their employer and health and safety worker representative, if applicable.

* + 1. **Incident Reporting**

Employees who suffer an injury while working remotely must notify their manager in accordance with the Business’ incident reporting procedures and applicable health and safety laws.

* 1. **REMOTE WORKING EQUIPMENT AND TECHNOLOGY**

The Business will determine, with information supplied by the employee and their manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines, software, etc.) for each remote working arrangement on a case-by-case basis.

The Business will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. It will also reimburse the employee for all other business-related expenses such as phone calls and shipping costs that are reasonably incurred in accordance with job responsibilities, as determined in the Business’ sole discretion.

Employees who are required to work remotely may be required to use their personal computer and internet connection, as well as telephone and telephone connection, for work purposes. The Business may elect to provide computer, telephone, and other office equipment to employees for remote working purposes at the Business’ discretion.

Employees may be required to install software on their personal electronic equipment in order to facilitate remote working.

The Business will provide any additional equipment required by the employee for business purposes as needed, in the Business’ sole discretion.

Prior to commencing remote working, employees must consult with their manager to determine whether the employee has sufficient home resources to support working remotely.

* 1. **Expenses**

The Business will reimburse employees for any reasonable business expenses incurred in the course of working remotely, as determined by the Business in its sole discretion. Any such business expenses must be supported by receipts, invoices, or other documentation acceptable to the Business, and must be submitted in accordance with the Business’ expense reimbursement policies.

The Business will not reimburse employees for use of the employee’s personal computer, internet connection, telephone equipment, telephone connection, or other remote work equipment belonging to the employee unless such use results in additional expense to the employee (e.g. overage charges). If an employee has reason to believe that use of personal technological equipment, internet, or cellular services will result in additional charges, the employee must consult with their manager prior to additional charges being incurred.

1. **CONFIDENTIALITY**

All work information related to the Business is confidential. Employees must take all reasonable steps to protect Business records at all times against loss, unauthorized access, alteration, or destruction.

Remote working employees are required to take special care to secure all records and to prevent unauthorized disclosure of any Business information. Customer contact information is particularly sensitive as customers have a legal right to expect personal information held about them to be held in utmost confidence. Remote working employees have an obligation to ensure these rights are upheld.

Precautions must be taken to ensure third parties, including members of an employee’s family, visitors, or any other persons visiting, residing, or working at your remote work location are not exposed to any confidential information. Information must not be left unattended at any time, and when materials are not in use they should be locked away in a secure place. Similar precautions must be taken when transporting documents in the course of your work. Computer equipment must be locked and password-protected when unattended for any length of time.

Employees who are working remotely should ensure that their internet connection is secure. Consult with the Business’ IT support for further information.

All electronic work documents and files must be stored on the Business’ servers. Business documents, and in particular sensitive and highly confidential files, must not be stored on employees’ personal hard drives without prior authorization of the Business.

If an employee has any reason to believe that Business information is lost, altered, or has been accessed by any unauthorized person, the employee must immediately report this to their manager.

Use of any computer equipment, software, or other property (whether tangible or intangible) is limited to authorized employees only and may only be used for business purposes. Personal information must not be stored on Business computer equipment. Employees must not install or download any programs on Business computer equipment unless authorized to do so by the Business.

**4.0 TERMINATING THE REMOTE WORKING ARRANGMENT**

Subject to an employee’s employment agreement, the Business may terminate a remote working arrangement and require employees to complete work at the Business’ office or another location designated by the Business at any time. Employees will be given reasonable time, as determined by the Business in its sole discretion, to make arrangements necessary to cease working remotely and commence work at the location designated by the Business.

Employees must return any computer, telephone, or other equipment belonging to the Business and provided to the employee to facilitate remote working promptly on termination of the remote working arrangement.

**5.0 contraventions of the policy**

Contraventions of this Policy may lead to disciplinary action up to and including termination of employment.

1. **Review of the policy**

This Policy will be reviewed and may be amended from time to time in the Business’ sole discretion based on the needs and experiences of the Business.

**Acknowledgement & Agreement**

I acknowledge that I have read, understand, and agree to abide by the Remote Working Policy.

|  |  |
| --- | --- |
| **SIGNATURE:** |  |
|  | Employee |
| **NAME:** |  |
|  | Print |
| **DATE:** |  |

**Appendix “A”- Remote Working Hazard Assessment Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** | | | | |
| **Inspection Item** | | **Yes** | **No** | **NA** |
| **Electrical Safety** | | | | |
| **1** | Are the power outlets not overloaded with double adapters and power boards? |  |  |  |
| **2** | Are the electrical cords safely stowed? |  |  |  |
| **3** | Are the connectors, plugs and outlet sockets in a safe working order? |  |  |  |
| **4** | Is the electrical equipment free from any obvious external damage? |  |  |  |
| **5** | Are all fasteners such as screws, rivets, bolts, and pins in place and firmly secured? |  |  |  |
| **Workstation Setup** | | | | |
| Work surface | | | | |
| **1** | Is there adequate leg space under the workstation? |  |  |  |
| **2** | Is there a footrest, if needed? |  |  |  |
| **3** | Is the most frequently used item within reasonable proximity? |  |  |  |
| **4** | Are the cables stowed away? |  |  |  |
| **5** | Are there any sharp contact points on the workstation or other equipment? |  |  |  |
| Chair | | | | |
| **1** | Are your seat height, seat tilt, angle and back rest all adjustable? |  |  |  |
| **2** | Does your chair have a stable base (preferably 5 star)? |  |  |  |
| **3** | Can your chair move freely? |  |  |  |
| **4** | Is there adequate lumbar support? |  |  |  |
| **5** | Is your seat height adjusted so that your arms and forearms are at right angles or slightly greater and in a straight line when resting on the keyboard? |  |  |  |
| Keyboard and mouse | | | | |
| **1** | Is your keyboard position flat? |  |  |  |
| **2** | Is your mouse placed directly next to the keyboard? |  |  |  |
| **3** | Is your mouse at the same level as the keyboard? |  |  |  |
| Monitor | | | | |
| **1** | Is your monitor height adjusted so that the top of the screen is at or slightly lower than eye level (may need to be lower where bifocals are used)? |  |  |  |
| **2** | Is your viewing distance between 350 – 750 mm? |  |  |  |
| **3** | Are your monitor and keyboard placed symmetrically in front of the user? |  |  |  |
| **4** | Is your monitor positioned to avoid glare? |  |  |  |
| **Nature of tasks** | | | | |
| Physical demands of tasks | | | | |
| **1** | Safe posture is adopted |  |  |  |
| **2** | Any tasks requiring lifting, pushing or carrying is well within physical capacity |  |  |  |
| Work practices | | | | |
| **1** | Wrists are kept straight and not supported on any surface while typing |  |  |  |
| **2** | Sitting posture is upright or slightly reclined, with lower back supported |  |  |  |
| **3** | From the seated position, the telephone is within easy reach, and either a hand is used to hold the telephone receiver or a headset is worn |  |  |  |
| **4** | Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching |  |  |  |
| Others | | | | |
| **1** | Telephone or other communication devices are readily available to allow effective communication in an emergency situation |  |  |  |
| **2** | Emergency contact numbers and details are known |  |  |  |
| **3** | If worker is working alone or in isolation, check-in procedures have been reviewed with worker |  |  |  |
| **If you answer “no” to any of the questions above, please direct this to your health and safety representative, members of your joint health and safety committee, or employer.** | | | | |