The health and safety of our employees is of paramount importance to us. In line with current government advice we are encouraging homeworking where possible. This means we may allow you to work wholly or partly form home.

Homeworking isn’t a contractual right and it may not be possible for us to allow every employee to do so. Just because you have been permitted to work from home during the pandemic situation, this does not mean you have the right to continue to do this on a permanent basis - we will reconsider the situation regularly and in line with government advice.

When working from home, you must separate domestic and work activities as far as possible. If you have general caring responsibilities, you need to make sure they don’t conflict with work activity. If you are self-isolating because you, or someone in your household, are following government advice, you may be eligible for statutory sick pay if you are unable to work due to caring responsibilities. Please speak to us about this.

You should inform your friends and family about your homeworking status, so they keep interruptions to a minimum during your working day.

We would ask that you keep in daily contact with your manager, via phone, email or company messaging services. You must also ensure you take adequate rest breaks as required by Working Time Regulations 1998.

Where possible, we will provide you with the necessary equipment and materials to carry out your work. You must take care of any equipment provided to you and return it to us when homeworking ceases. We would ask that you check your internet connection is adequate for the job you are doing, if it isn’t pleas speak to us.

You must ensure the security and safety of any confidential information provided to you in the course of homeworking. Such information should not be accessible for family or visitors. Ensure electronic devices are logged off when you leave the room. Keep any printed confidential information locked away (or secured in some way) when not in use and if you can do so, use a room designated purely for homeworking purpose (if this isn’t possible choose a quiet and distraction free space). You should not allow anyone else to use our equipment.

Our employer’s liability insurance (and any other relevant insurance) will cover homeworking provided we have carried out a risk assessment of your working environment, we will need your help to do this. You are responsible for checking that all home and contents insurance policies provide adequate cover for you to work from home. We are not responsible for any premiums requested by your insurers as a result of work equipment loaned to you.