

# Working from Home Policy

## **Summary**

○○ recognises that working from home is one way of providing a more flexible approach to working conditions. The “Working from Home” policy has been developed to provide guidelines for employees working from home.

## **Definitions and guidelines**

- In all cases, the employee may only work from home with the prior approval from their team leader and management through HR.
- Team leaders are responsible for the establishment and administration of each working from home case.
- The guidelines offered are intended to provide a “Checklist” of issues that all team leaders and employees must agree prior to the commencement of any working from home arrangements. They address management and administrative issues for employees working partly or fully from home on a regular basis. They also outline the implications of working from home.

## **Authorisation**

- In all cases, the employee may only work from home with the prior approval from their team leader & management. HR will be responsible for maintaining this policy and for reviewing, ensuring consistency of the Terms of employment, employment & work practices.

## **Terms of Employment**

- Working partly or fully from home on a regular basis constitutes a variation to the employment contract which should be documented in the form indicated in the Standard Letters (e.g. allowances).

### **Personal Insurance**

- ○○ employees are covered by group term life insurance for any injury received while actually engaged in ○○ work at their home. All incidences must be reported immediately.

### **Equipment and Facilities**

- The provision of additional equipment and facilities is at the discretion of the Team Leader in conjunction with the HR Adviser and Occupational, Health and Safety. The facilities offered may vary between businesses according to the needs of different jobs. Additional equipment and facilities may also be provided for employees who are working from home on a regular basis and for significant periods. The level of support provided in this respect will depend on each individual situation.
- Employees working from home should discuss and agree their requirements for additional equipment with their leader & management e.g. additional phone line for computer, desk etc prior to beginning to work from home. Should additional equipment be required, where possible spare Company equipment should be provided. A record must be kept of all equipment/facilities provided to an employee working from home.  
Team leaders should ensure that unnecessary expense is avoided.
- Any arrangements made with respect to equipment/facilities will cease if the employee's worksite changes and the employee no longer works from home, or if the Employee leaves the Company. Any Company equipment, furniture or files etc. must also be returned to the Company at this time.
- In all cases the Occupational Health and Safety issues must be addressed and rectified.

### **Additional Expenses**

- Where working from home is required by the Company, and with Team leader & Management approval, employees may receive compensation from the Company for additional expenses borne by running an office at home e.g. telephone expenses

- Reimbursement should be made through an Expense Statement with receipts attached. The Company does not pay allowances to cover these expenses

### **Space**

- Employees will need to set aside a suitable area in their home to use as an office area. While the Company may assist the employee by helping to provide adequate equipment / furniture to allow the employee to work from home, it is not Company policy to relocate an employee or finance home extensions to accommodate an office. In such cases, where the employee is required by the Company to work from home, team leaders & Management should seek other alternatives.

### **Work Practices**

- Team Leaders should ensure that adequate contact is maintained with the employee working from home, and that communication links (e.g. Company notices and information) reach the employee. Employees should be encouraged to attend Team meetings and training courses as appropriate.
- Team Leaders and employees should substitute the reduced day to day contact experienced by employees working from home with a more detailed work program and revised job objectives and performance measures. It is particularly important that a work program (including expected deliverables) be developed, clearly outlining the specific tasks that will conditions that apply e.g. arrangements for supervision of family dependents, hours worked and hours that the employee will be contactable. The overall policy procedure has to be reported to HR. The weekly/monthly Work Plan, schedule, achievement has to be reported to Team leader regularly and Team leader has to report feedbacks based on the work plan to management & HR.
- Employees who are required by the Company to work from home should discuss with their Team leader if their home circumstances are not conducive for work and should seek other alternatives.

### **Customer Visits**

- Employees should not invite ○○ business customers or other business third parties to their home (this does not preclude normal at home business entertaining).

It is not Company policy to conduct interviews within a home office environment e.g. interviewing prospective franchisees. Such activities should be organized, wherever possible, within Company office facilities.

### **Security**

Employees working from home are covered by the same policies and procedures developed for employees working at the office.

- Company computers used at an employee's home must be installed with an approved security software product to prevent unauthorized access. Advice and approval of appropriate software will be required via authority from the Company Business Information Manager.
- All Company computers have a component identification number that resides in a configuration management system. This number must be updated in the system to show the computer's physical location. For further information, contact 0000.
- Security of Information practice Policies and Procedure (available 0000) applies to any information/files stored in the employee's home relating to Company business, just the same as in the office, and it is the employee's responsibility to comply with this procedure.

This policy will be effective from 1<sup>st</sup> of Jan, 2003, and reviewed annually to keep competitiveness with other competitors of Korea and Korea market situation.