



Company Name	Highgrade Recruitment LTD
Document	Temporary Homeworking Policy
Date	March 2020
Version	1

Throughout this document “the Company” means [Highgrade Recruitment Ltd]

The Policy

This Temporary Homeworking Policy applies only during the present coronavirus (COVID-19) emergency. At this time, it supersedes any other homeworking policy. It applies to those who have to work from home during this crisis either because of Government guidance or because Highgrade Recruitment has asked employees to work from home to prevent the spread of infection and safeguard the health and safety of its employees.

The policy is temporary and only applies during the period of the coronavirus crisis. It sets out the main considerations that Highgrade Recruitment Ltd and its employees should consider during this temporary period of homeworking.

1.1 A Temporary Homeworking Policy

As stated above, this is a temporary policy and only applies during the present coronavirus emergency. It does not set, therefore, any precedents for applications for homeworking under other policies. Any existing Homeworking Policies which is temporarily suspended, will only apply to staff requests to work from home once the present emergency comes to an end.

1.2 Terms and Conditions

An employee’s current terms and conditions as set out in their contract of employment with Highgrade Recruitment Ltd will continue to apply during the coronavirus crisis and this consequent arrangement for the employee to work at home.

1.3 Equipment

Highgrade Recruitment Ltd will ensure that homeworkers have the necessary equipment and access to the necessary sites and online tools.

If employees use their own personal equipment (including phones, laptops and printers) such personal equipment remains their responsibility and Highgrade Recruitment Ltd is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager.

All equipment used by the homeworker must be safe and fit for purpose. The Company may ask the employee to complete a workstation assessment and a display screen equipment (DSE) assessment.

1.4 Keeping in Touch

During this temporary arrangement, the employee's main place of work will be their home. Nevertheless, they will still need to keep in touch with their line manager.

Claire James will agree working schedules with homeworking employees. Employees are expected to manage their time to ensure that the work is completed promptly and satisfactorily. Persistent failure to meet deadlines will result in disciplinary action.

Colleagues may need to contact each other for work updates. The employee is expected, therefore, to be available at agreed times.

Any problems should be communicated to the line manager immediately.

1.5 Costs of Homeworking

The Company will not cover the costs of electricity, water, heating, telephone, broadband and other utilities. These costs will remain the employee's responsibility.

1.6 Data Protection and Confidential Information

Employees must always keep Highgrade Recruitment's data and materials safe and secure, and take reasonable precautions to maintain confidentiality in accordance with the Company's Data Protection policy.

Employees are reminded that client, candidate and work-seeker data are confidential information belonging to the Company. Restrictions on the use of such confidential information are set out in employees' contracts of employment.

Breach of the Company's Data Protection policy or breach of the confidential information requirements set out in an employee's contract of employment may lead to disciplinary action.

1.7 Other Practical Considerations

The Company recognises that it is not always easy to separate domestic and working life when working from home. Employees need to think about how they will explain to and persuade those who live with them not to interrupt while they are working. They also need to ensure that no one else can access to their computer or work files. **Breach of security will be treated as gross misconduct and may lead to dismissal.**

If the employee owns the house through a mortgage, they should check with the lender that there are no issues regarding homeworking. They should also check with the insurer that any equipment, etc will be covered by household insurance. If it is not, then they must inform Claire James of Highgrade so that proper arrangements can be made. If the employee does not inform Claire James then should thefts occur, the employee may be held personally liable for replacing any stolen or damaged equipment.

1.8 End of the Temporary Arrangements

As has been stated above, these arrangements for employees working from home are temporary to cover the present coronavirus emergency. All such arrangements remain at the discretion of Highgrade Recruitment Ltd.

Highgrade Recruitment Ltd will keep employees updated of developments and of the arrangements once the risk of infection has deemed to have passed and, therefore, of the end of this temporary policy, including when employees can return to their work in the office.