

## **THE RECRUITMENT COMPANY'S WORKING FROM HOME POLICY – ON-HIRE WORKFORCE**

The Recruitment Company has a duty of care to all our employees regardless of whether they are permanent, fixed term, maximum term or casual employees and regardless of where that work is undertaken. We have an obligation to make sure their office environment is safe.

We believe that work should be enjoyable and that this enjoyment is enhanced by the ability to have flexibility in how you work. We support flexible working where possible including flexible working hours and flexible working locations, including work from home arrangements.

As an on-hire worker you must obviously take into consideration the requirements of the host client.

If you wish to investigate the possibility of working from home, either on an occasional, a part time or a full time basis, the following outlines our policy:

### **Permission of host client**

To be considered eligible for working from home arrangements you must get written permission from the host client (as outlined on your contract) confirming that they are happy for you to do so.

It is your responsibility to get this permission and to present it to us.

Working from home is only possible with the permission of both the host client and The Recruitment Company. Permission may be withdrawn at any time if any party deems the arrangement to be unproductive, unsafe or not conducive with the end clients wishes.

### **Policies of the host client**

It is also your responsibility to ensure that you are aware of and present to us the working from home policies of the host client (if any). You must, at all times, adhere to these policies.

### **Insurances**

The Recruitment Company will cover you with insurances where possible. Some insurances may not entirely cover all aspects of you working from home and it is your responsibility to cover any shortfall in insurance cover (if any)

### **Terms of contract**

All terms of your contract with The Recruitment Company apply, the only change is the change of Workplace.

### **Health and safety in your home based workplace**

If you are working from home then your home becomes an alternative "Workplace" as defined in your contract with us. As such we have a duty of care to ensure that your workplace is safe and productive. Included in this policy is a checklist. You are required to complete this checklist prior to working from home and return to us. If any items are not in place in your new workplace then we may require you to rectify the issue or not work from that location.

It is important to us that you carry out a health and safety check and risk assessment of your home office before you start. Below is a checklist we'd like you to complete to ensure that your home office complies with WHS requirements.

	Yes	No	N/A	Comment
1. Is there a working smoke detector?				
2. Is there an ergonomic chair and adequately sized work surfaces?				
3. Is a fire extinguisher readily available?				
4. Is a basic first aid kit easily accessible?				
5. Are exits from the work area clear and unobstructed?				
6. Are all electrical cords and appliances safely secured?				
7. Are there any tripping hazards?				
8. Are all floor coverings safe and non-slip?				
9. Is the lighting appropriate for the work being undertaken?				
10. Is there proper ventilation and adequate heating/cooling?				
11. Is the internet connection secure and adequate to perform your duties				

I confirm I have reviewed the above factors in relation to my home office located at \_\_\_\_\_.

I understand that I am required to maintain a safe working environment at all times when working from home and that should my home office location or circumstances change, I will notify The Recruitment Company immediately.

Where necessary I have indicated below areas that need to be addressed and will attend to these immediately.

Areas to be addressed (if any):

Signed : \_\_\_\_\_

Name: