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Home-working policy

Doubtless you already had a home-working policy in place but the chances are it was designed for a small number of staff who occasionally worked from home. Here's what to think about when updating your procedures:

- You'll need to start by creating a written record of your new approach. ACAS has a great template for you to download and adapt to suit your organisation: [Example homeworking policy | Acas](#)
- Make sure you involve staff and any trade unions when developing your procedures so you can be clear on all the steps you need to take.
- Each individual employee's circumstance is different so think about building in flexibility in terms of working hours, particularly core hours.
- Ask your employees to check their insurance cover to ensure there are no problems working from home.
- You have a responsibility to assess the homeworking environment and ensure it is safe. Where this is not possible, ask the employees to conduct their own assessment and report back to you.
- Make sure your employees have the equipment they need to work at home. This will include items such as a suitable desk, chair, computer, internet connection and telephone.
- You will also need to check in with your employees from time-to-time to ensure the equipment continues to work properly and is sufficient to meet any changing needs.
- Having a policy on work equipment will help to set out what to do if there are technical issues
- Finally, how staff keep data secure at home is a major consideration. Make sure you are compliant with this guidance from the Information Commissioner's Office: [How do I work from home securely? | ICO](#)

FREE support is available to help you with any fundraising or organisational development needs you may have. Do get in touch...

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