



# Bournemouth Council for Voluntary Service

*Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662*

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## 5. BCVS POLICY ON OCCASIONAL WORKING AT HOME

BCVS recognises that occasionally some of the work undertaken by many staff members may be carried out as efficiently at home as it can in the office. To enable staff to meet commitments in their private lives, such as awaiting delivery of goods, managers may grant permission for employees to work at home subject to the following terms:

1. The suitability of the arrangement depends upon a number of factors, including:- the nature of an employee's role; the number of staff left in the office; the availability of work suitable for completion at home; any difficulties that have arisen with the arrangement in the past such as problems in contacting the employee in question. It is likely that some roles will not accommodate working at home.
2. The employee and their manager should ensure that the absence from the workplace will not create problems for other staff and that the home conditions are conducive to quiet working. The employee should ensure that their manager has details of their contact number at home and that they can be contacted easily.
3. All staff who occasionally work at home are required to comply with BCVS policies and procedures whether working at home or at their office base. This includes carrying out suitable risk assessments of the working environment.
4. BCVS will not require or ask an employee to work at home. The arrangement will only be entered into at the request of the employee. BCVS will not contribute towards heating/lighting or any other costs of employees choosing to work at home.
5. Regardless of the frequency with which an employee is granted permission to work at home no contractual right to do so will arise and permission for staff to work at home may be withdrawn at any time.
6. 'Working at home' refers to situations in which an individual uses their home for work purposes on an ad hoc basis (as agreed with their manager) and where their normal place of work remains the relevant business premises. 'Home based working' is not the same and refers to an arrangement where a worker is based at their home address. BCVS currently has no 'home based' employees.

**Risk assessment reviewed by P.Turner, Jan 2013**

**To be reviewed by Jan 2015.**