



## Work from Home Policy

The purpose of this policy is to set out the criteria and arrangements for home working and to provide a framework for a consistent approach.

1. You are expected to be online and available for the entirety of the working day and freely contactable. You are reminded that you must devote the whole of your time, attention and abilities to the business of the company. Any discrepancies will be brought to your attention, and further explanation may be required.
2. We must emphasise that working from home is not a substitute for sickness. In the event that you are unwell you must follow the sickness protocol and report your illness accordingly.
3. Work from home means exactly that. You must work from home, unless otherwise agreed in writing.
4. You must use a secure internet connection. Working from a cafe or similar using public WIFI is not acceptable and will constitute a breach of this policy and amount to misconduct.
5. You must ensure your home enables confidential working practices. To that end, you are reminded of your obligation to comply with all applicable rules of law.
6. Whilst working from home you will be expected to present in a professional manner and uphold the high standards of the company.
7. You must inform the company if your home working base changes. If you move house, the home working arrangement will be reassessed.
8. You must not save company documentation or work-related material to your personal computer or hard drive. If you are found to have done so you will face disciplinary action.
9. You are required to comply with the company's Data Protection Policy.
10. Employees are responsible for ensuring the security of company property and all company information, files, documents etc. within their possession.
11. It is the company's responsibility to determine whether the home working employee is able to retain the security and confidentiality of information within the home. The company must be satisfied that all reasonable precautions are taken to maintain confidentiality of material in accordance with the requirements of the Company.





12. Data security is a particular concern for home working employees. The company may want to carry out a data protection risk assessment before deciding whether or not to agree to a home working request. Employees must ensure that all information stored and accessed, including written information and that held on a computer, is secure and cannot be accessed by other parties. Employees must take no action which might prejudice the security of such information.

13. Employees must report any actual or potential breach of security, confidentiality or data protection to the company immediately. If you are found to have known about an actual or potential breach, but failed to report it, such action will be deemed as gross misconduct the result of which is immediate dismissal.

14. Failure to keep information secure is a serious matter and will be dealt with under the Company's disciplinary procedure.

15. The Health and Safety at Work Act 1974 applies to all employees. Under the Act, the company is responsible for the health, safety and welfare of its employees. However, at the same time employees have an obligation to ensure that they take reasonable care not to expose themselves and others to risks to health and safety.

16. Whilst working from home in the event that your IT system goes down, and is expected to be down, for a number of hours you are expected to come into the office. Unless there are exceptional circumstances in force in which case the same must be discussed with the company.

17. You should never arrange to meet clients of the company at your home address. Such behaviour will be considered not only a breach of this policy but misconduct.

18. If you have been supplied with any equipment by the company it will be your responsibility for providing and maintaining a valid and comprehensive insurance policy for all equipment supplied to you for home working. Employees must take reasonable care to ensure that all equipment owned by the company is kept secure.

19. Employees will be held responsible for the loss or damage to any supplied equipment when caused by failure to take adequate precautions to ensure its safety. Should the loss or damage be deemed to have been avoidable the company may have the right to deduct reasonable costs from your salary. You shall be advised of any such deduction in writing in advance.

20. Employees working from home in some instances may be covered by the company Employer's Liability policy in respect of injury arising out of and in the course of employment at home.



# Home-School Tutoring

Hertfordshire & Cambridgeshire Ltd

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21. It is the responsibility of the home working employee to provide adequate home buildings and contents insurance. The Company will not accept liability for damage caused to the home or its contents.

22. Working from home will be reviewed periodically. We reserve the right to visit your home and inspect for health, safety and confidentiality arrangements.

23. Should you choose to accept the option to work from home the company accepts no liability for any associated costs. Unless otherwise agreed in writing.

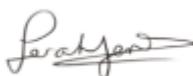
24. You are responsible for notifying your landlord, mortgage company and insurance company of your working from home arrangements.

25. The Company will not accept any responsibility for an employee who suffers any detriment, loss or legal action as a result of not obtaining the necessary permissions from their insurer, mortgage lender, landlord etc.

26. Employees should check with their local council as to whether business rates are payable in respect of any part of their home used for business purposes.

27. Where an employee is found to be in breach of this the opportunity to work from home policy their opportunity to work from home will be permanently withdrawn and disciplinary action may follow.

28. In order to continue with, or start the opportunity to work from home please confirm, by signing a copy of this agreement, that you have understood the policy and will exercise all points contained within.

Signed: 

Name: Sarah Jones

Dated: 27/3/25

