

Work from Home (WFH) Policy

1. Purpose

This Work from Home (WFH) Policy outlines the principles, responsibilities, and expectations for employees working remotely. It aims to balance flexibility with maintaining productivity, safeguarding employee well-being, and ensuring compliance with legal and organisational requirements.

2. Scope

This policy applies to all employees who have been authorised to work remotely, either full-time, part-time, or occasionally.

3. Legal Framework

This policy aligns with applicable labour laws, including flexible working regulations, health and safety requirements, and data protection laws. Employees may request flexible working arrangements, including WFH, from their first day of employment, in accordance with statutory rights.

4. Eligibility

Eligibility for remote work will be determined based on:

- Job responsibilities and requirements.
- Individual performance and capability.
- Team collaboration needs. Managers and HR will review requests on a case-by-case basis.

5. Approval Process

Employees seeking WFH arrangements must:

- Submit a formal request with details of their proposed schedule and duration.
- Ensure they understand the terms outlined in this policy.
- Await written approval from their manager and HR.

6. Working Hours

Employees must:

- Maintain their agreed working hours unless explicitly approved otherwise.
- Record work hours using company-approved methods.
- Notify their manager promptly in case of illness, emergencies, or other disruptions.

7. Communication and Collaboration

- Employees must remain reachable during work hours via email, phone, or other designated tools.
- Participate in regular check-ins, virtual meetings, and collaborative efforts.
- Notify managers of any changes affecting their work.

8. Equipment and Technology

- The company will provide essential equipment such as laptops, monitors, and software.
- Employees are responsible for safeguarding company equipment and returning it in good condition.
- IT support will be available for technical issues.

9. Data Protection and Confidentiality

- Employees must adhere to company data protection policies, ensuring the secure handling of sensitive information.
- Use company-approved VPNs and software for accessing and storing data.
- Avoid using personal devices for work unless expressly permitted.

10. Health and Safety

- Employees must complete a self-assessment checklist to confirm their home workspace is safe and ergonomic.
- Employers may conduct virtual or in-person inspections to ensure compliance.
- Report any work-related accidents or injuries to HR immediately.

11. Well-being and Support

- The company will provide resources and support to promote mental and physical well-being.
- Employees are encouraged to take regular breaks and maintain a healthy work-life balance.
- Access to counselling or employee assistance programs will be available.

12. Productivity and Performance

- Set clear objectives and outcomes for employees.
- Managers will regularly review deliverables and provide feedback.
- Underperformance or non-compliance with WFH expectations may lead to revocation of remote work privileges.

13. Expenses and Compensation

- Reasonable expenses incurred for remote work (e.g., internet, utilities) may be reimbursed upon submission of valid receipts, subject to prior approval.
- Salary, benefits, and job responsibilities remain unchanged unless stated otherwise.

14. Termination of WFH Agreement

- WFH arrangements may be revoked or modified by the company with reasonable notice.
- Employees may also request changes to their arrangement, subject to managerial approval.

15. Emergency Situations

In emergencies (e.g., pandemics, natural disasters), WFH may be mandated or adjusted. Specific guidelines will be communicated as needed.

16. Compliance and Disciplinary Action

Failure to adhere to this policy may result in disciplinary measures, including potential termination of employment.

17. Policy Review and Updates

This policy will be reviewed regularly to ensure relevance and compliance with changing legal and organisational needs. Employees will be notified of any significant updates.

18. Acknowledgment

Employees must sign the WFH agreement to confirm understanding and adherence to this policy.

Acknowledgment

I have read and understood the Work from Home Policy. I agree to comply with its terms and conditions.

Employee Name:

Signature:

Date:

Signed by Managing Director of **CleanKing**



Paul Hillman (Managing Director)

15th May 2025