



1. Purpose

The intention of the policy is to ensure that Working from Home arrangements are agreed and maintained in an appropriate way, reflective of the mutual obligations between employer and employee. Wolters Kluwer wishes to take a proactive risk minimisation approach, ensuring they are meeting their obligations to provide a safe work environment, both at Wolters Kluwer offices, and at home-based work sites.

This policy should be read in conjunction with the Work Health and Safety Policy.

2. Application

This policy applies to all employees of Wolters Kluwer, whether full-time or part-time or contractors, who perform a portion of their duties in a home-based work site.

This policy does not form part of any employee's contract of employment and Wolters Kluwer reserves the right, in its absolute discretion, to supplement, change, amend or remove this Policy at any time.

3. Policy & Procedure

Our Goal

Wolters Kluwer recognises the benefits of flexible-work arrangements, including Working from Home arrangements, for both employee and the company.

Where working from home arrangements have been approved by Wolters Kluwer, the home based work site is treated as an extension of the workplace. The employment conditions for home-based employees are the same as those that exist in the workplace. This includes meeting obligations related to occupational health and safety, and employees are expected to comply with Wolters Kluwer Workplace Health & Safety policies at all times.

In order to ensure these mutual obligations are met, this policy provides clarity around the considerations prior to approving a working from home arrangement, as well as ongoing practices which allow Wolters Kluwer to meet our duty of care.

Our Plan

Wolters Kluwer is committed to:

- Developing, effectively implementing, and reviewing this Working from Home Policy and the associated procedures and checklist
- Complying with relevant WHS legislation and other requirements which apply in home-based work sites
- Implementing the provisions of this Policy consistently in all areas of our business activity and on all sites where our activities are undertaken.

4. Procedures

Initiating a Working from Home Arrangement:

There are a variety of ways in which a Working from Home Arrangement can be initiated:

- As part of the original contract of employment
- At the request or direction of Wolters Kluwer, based on business requirements
- At the request of an employee, as an alteration to their original employment terms

The Working from Home Arrangement can vary from 1 day a week to a fulltime work from home arrangement.

Approval of any working from home request is at Wolters Kluwer's sole discretion, taking into account both the needs of the business and of the staff member. These arrangements may be approved either on a temporary or a permanent basis.

Ad-Hoc requests

From time-to-time working from home arrangements may be requested on an ad hoc basis (for example for a single day, or for a specific short period of time). Such requests should always be made with a reasonable amount of prior notice, and are always subject to prior management approval.

Consideration of all requests will be based on:

- The intrinsic nature of the job, i.e. the suitability of the job in accommodating different working arrangements.
- Impact on the business
- The key attributes/behaviours displayed by the staff member
- Staff members' performance on the job.

Each request will be treated individually, on its merits.

Requirements prior to commencing a Working from Home Arrangement:

Given Wolters Kluwer has less control of the workplace in the employee's home, it is necessary to implement additional measures to help mitigate risks to health and safety. Any approval to work from home will be also be subject to HR receiving:

- a) a signed working from home agreement confirming the staff members awareness and commitment to WHS responsibilities while working from home
- b) a completed, satisfactory, working from home checklist, accompanied by a photograph of the work site.
- c) If there are items that need addressing as a result of the checklist, a WHS inspection report to ensure the home office meets the necessary requirements; and
- d) ongoing compliance with the guidelines and considerations detailed below.

Incident reporting and management

The employee must notify Wolters Kluwer of any accident, injury or near miss which has occurred in the home-work site as a result of carrying out duties necessary to fulfil the requirements of the position.

Inspections

A formal planned inspection of the home work site may be required by Wolters Kluwer where:

- A potential hazard has been identified upon review of the Checklist (or work site photograph); or
- An injury has occurred in the performance of work duties.

Consultation and Communication

Wolters Kluwer will ensure that employees working from home are given due consideration when planning and implementing communication and consultation activities in the workplace. This will include consulting with these employees about any significant change or development of this policy.

5. Additional Guidelines and considerations

- As a general rule positions with a high percentage of customer service focus and/ or line management responsibility are less likely to be suitable for working from home arrangements.
- Flexible working arrangements and in particular working from home is not a substitute for family care arrangements and normal care arrangements should be in place whilst the staff member is working from home.
- When requesting to work from home, a designated area in the home must be established as the work space and before commencement of work a worker must confirm their home environment is one in which the role can be performed safely.
- For any work from home arrangements initiated at the employees request, or as part of the original contract of employment, all home office set up costs will be at the expense of the employee.
- For any work from home arrangement initiated or directed by Wolters Kluwer, reasonable additional set-up costs may be paid for, at the sole discretion of Wolters Kluwer. In such cases where equipment is purchased by Walters Kluwer, it remains the property of Wolters Kluwer should the home-based work arrangement cease.
- Reasonable incurred costs will be reimbursed for telephone calls, faxes (relevant documentary evidence in the forms of bills is required).
- All working from home arrangements should be reviewed annually, including the re-completion of the working from home checklist. In cases where significant change has happened to the home work site (e.g renovation or employee move), the checklist should be re-completed for the new or modified work site.

6. Attachments

- Working from Home Agreement
- Working from Home Checklist

7. References

- WHS Act 2011

8. Revisions

Date of Last Review:	Revision Description
19 04 2013	<ul style="list-style-type: none">• Revised policy