



POLICY 2-23

VERSION 3

WORKING FROM HOME

Approved: Brad Fish
Chief Executive Officer

Date: 19 / 7 / 05

Considered by the Board at the June 2005 Meeting

PURPOSE:

To ensure that the best business outcomes are derived where employees work out of the office.

POLICY FRAMEWORK:

PCQ is a small organisation, which relies on the efforts of individual employees combining as a team to further its interests and achieve its business outcomes.

The majority of staff are located at Head Office engaged in management and administrative tasks. This structure and work lends itself to the possibility of staff working from home.

Operational staff are located in Northern ports. The nature of the work and structure of workplaces and staffing do not generally lend themselves to working from home for Northern Staff.

The performance of work outside the usual working centres raises issues for the organisation and the individual, including legislative requirements such as workplace health and safety.

APPLICATION:

This policy applies to all PCQ employees.

POLICY:

There are a number of factors to consider when allowing (or encouraging) employees to work from home. These include:

Advantages for the enterprise:

- higher output when employees are able to work uninterrupted
- provide more options for those employees wishing to work extended hours
- provide the enterprise with the means to assist an employee with a lifestyle problem
- lower costs (eg reduced requirement for workspace - not applicable for PCQ unless space is used)

Advantages for the employee:

- greater flexibility for employees with personal responsibilities
- more effective use of employee's travel time

Disadvantages:

- possible insufficient personal contact to maintain cultural cohesion and shared objectives
- unavailability of sectional staff to others
- inability to respond flexibly to business demands (eg for representation at meetings or for access to information)
- increased home office costs and communications costs

Other issues:

- availability of appropriate equipment and means of communication (fax, computer etc)
- nature of work

Considering these factors, PCQ does not currently have a business need to actively encourage working from home, although it does recognise that there may be circumstances that justify it. This position may be reviewed from time to time.

Working from home will be available, however, at the discretion of an employee's supervisor. Factors that may be taken into account in specific instances may include:

- any temporary personal issues that may make it desirable
- an individual's availability at home (eg fax, computer)
- workload and work requirements
- the benefits for the organisation

It is considered unlikely that the nature and demands of work of northern staff will establish the need for working from home.

The following conditions are prerequisites for approval:

- other sectional staff are available in the office - it is only in exceptional circumstances that approval would be given concurrent with the absence of other sectional staff (for any reason)
- the work to be completed during the period of absence is of a measurable nature (eg completion of a substantial document or project) in order to ensure that work completed is commensurate with the time of absence
- employees are available for the duration of a full working day via (at least) telephone
- other staff are able to be given reasonable notice of the absence

Under no circumstances is an individual to work from home without the prior approval of their supervisor or the CEO. Any absence from work will not be treated as working from home unless prior approval is granted.

The CEO may, from time to time, require supervisors to report on the frequency of approvals and justify the effectiveness of any working from home arrangement.

PROCEDURAL IMPLICATIONS:

Related Policies:

- Health and Safety Policy

REVIEW DATE:

This policy will be reviewed by June 2010.