

<b>Policy Section:</b> Human Resources Management	<b>Policy No:</b>
<b>Subject:</b> Working at Home Policy and Procedures	<b>Effective Date:</b> March 12, 2015
<b>To be Approved by:</b> Board of Directors	<b>Revision Date:</b>

**CENTRE FOR INDEPENDENT LIVING IN TORONTO (C.I.L.T.), INC.**

**WORKING AT HOME POLICY AND PROCEDURES**

1. Policy Statement

The employer recognises that there may, on occasion, be circumstances when it would be more beneficial or flexible for staff to work at home, either on a permanent basis, or in order to complete a particular task, for example a special project or funding bid, however, it is not possible to offer home working to all staff as the requirements of some jobs will not be suitable for such arrangements.

This policy deals with situations where:

- the member of staff is based at home and works at home
- occasional one-off home working
- situations where the employee prefers to work from home and has an option.

2. Agreement to work from home

Where an employee makes a request, prior permission is required before an employee can work at home. The employee should make the request to their manager, who will discuss it with the Executive Director. Serious consideration will be given to any such requests and a decision regarding the suitability of working at home will take into account all relevant circumstances. The decision of the Executive Director is final. The employer reserves the right to withdraw their approval for home working if they believe its use is being abused or for any other reasonable needs of the employer to carry out its business.

For certain posts, the employer may determine that the normal place of work, or 'base', is the home of the employee. Any variation to this would constitute a variation to the terms and conditions of the employment.

It is possible that a post could involve some time based at home and some time based in the office.

### 3. Qualifying Conditions

Working at home is totally dependent upon certain criteria being fulfilled, these being that the employee:

- has obtained prior agreement for home working from the Executive Director
- does not have other commitments with the employer, or elsewhere at that time, including dependent care responsibilities that would conflict with the requirement to work. It is not considered appropriate to combine home based working with dependent care. Employees are expected to make appropriate arrangements for the care of any dependents during working hours. Home working should not be viewed as an alternative to paid dependent care.
- has notified both her/his manager of her/his hours of work and location
- has a contact telephone number and is available to be contacted during the nominated times.

### 4. Working Arrangements

#### 4.1 Workload, reporting and monitoring

All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee's manager in line with normal procedures.

For one-off home working, the precise project or task must be agreed beforehand.

#### 4.2 Equipment

Employees who are required to work from home would normally have all equipment and associated costs covered by the employer.

Where an employee chooses to work from home, and this is agreed to by the Executive Director, they would normally provide their own equipment.

Any equipment provided by the employer for the purposes of working at home will be inspected and maintained by the employer. The member of staff is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and CILT policy. They must ensure that any such equipment provided is returned at the end of the arrangement. Any equipment must NOT be left unattended in any vehicle at any time.

#### 4.3 Insurance Coverage

.Employees are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their home insurer, prior to commencing working from home. The reason for this is that any property or equipment owned by the employee, even should it be used for work, is not insured under CILT's commercial insurance policy as it is not property that belongs to CILT. CILT can only insure property that belongs to CILT.

In order for any CILT owned property, located at the employee's residence, to be insured under CILT's commercial insurance policy, CILT is required to schedule the residence and the CILT property located at the residence on CILT's commercial insurance policy.

CILT has elected not to carry insurance on laptops owned by CILT that leave the CILT office at 365 Bloor Street East, Suite 902 in Toronto or any other scheduled location on the commercial policy. Please be very careful to secure the safety of these items while away from a scheduled location as no insurance coverage is in place for these items.

#### 4.4 Personal Details and Safety

Employees are advised not to release their home address and telephone number to non-members of staff. Employees are also strongly advised not to meet volunteers, clients, or customers at home. In the event that any employee feels this is essential they must gain prior approval from their manager.

#### 4.5 Confidentiality and access

Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors. CILT staff should have access at a reasonable time to equipment and any paper records kept at an employee's home. Databases with confidential personal data must remain in the CILT office and must not be copied onto any external devices or storage drives.

#### 4.6 Review of home working arrangement

At any time, the agreement to work from home may be reviewed by the employee or CILT. This policy is also subject to review and does not form part of any contract of employment.

5. Health and Safety

The employer has a duty to protect its staff's health and safety at work in accordance with the provisions of the Occupational Health and Safety Act, 1990, and the regulations made under it.

Employees are required to comply with the employer's Health and Safety policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

6. Reporting Sickness Absence

In the event that the member of staff is sick during a period of working at home then the normal employer's sickness reporting rules must be followed.

7. Travel costs and other expenses

Claims may be made for travel to appointments from and to the 'normal place of work', i.e., the employee's home. This normally includes travel costs for journeys to the main CILT office for occasional meetings compensated at CILT's current rate.

Employees based at home are expected to provide their own furniture, heating, lighting, etc. CILT will cover the costs of consumables – stationery, etc., – and communication, for example through a dedicated broadband connection at CILT's current communication allowance rate.

8. Compliance

Failure to comply with any aspect of this policy may constitute a disciplinary offence.

Approved by the Board of Directors on