

DOB ENTERPRISES PTY LTD

DOB Working from Home Policy  
IMS-504-00-POL

# Revision History

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Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
27.04.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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# DOB Working From Home Policy

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## Purpose of this policy

This Policy is to guide DOB staff in the process of working from home and how to apply for working from home.

Applications to work from home (WFH) will be considered on a case-by-case basis. WFH is not an entitlement, and is subject to a formal agreement between the employee and management. Arrangements and expectations are to be clearly documented and long-term arrangements are to be reviewed every three months.

**WFH must be approved by the Director before the employee commences WFH.**

## Suitability

Employees must submit a written request (Working From Home Request Form) to their supervisor prior to their start of working from home.

The following are some considerations in approving requests to WFH:

- An employee's day-to-day duties and the requirements to perform these duties
- The need for close supervision of an employee and the ability of the employee to perform their duties autonomously
- The resources available to an employee at a WFH site
- The safety of a WFH site
- The impact of a WFH agreement on the rest of the employee's team
- The anticipated duration of a WFH arrangement
- The reasons why an employee is requesting a WFH arrangement
- Office staffing requirements

The Director may approve WFH with conditions, such as a requirement to attend the office regularly or a specified duration of the agreement.

While a WFH arrangement (particularly a short-term arrangement) may be considered in the event of illness or physical inability to attend work, workers are encouraged to appropriately use their leave if they are unwell.

A WFH arrangement shall be written out and signed by the employee, their supervisor (if applicable), and the director.

All long-term WFH arrangements will be subject to review every three months.

**WFH does not excuse an employee from weekly staff meetings. Employees are expected to be available for the staff meetings either in-person in the office or via Skype for Business as provided by DOB Enterprises. Employees may only be excused from staff meetings with the prior consent of the Director.**



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Please be aware that the standards listed below may be reasonably varied to suit the terms and conditions of a WFH agreement.

## Requirements for a WFH Site

WFH sites are considered to be worksites. As such, employees are expected to ensure that their WFH site is safe and can pass an OHS inspection. Sites should have clear modes of egress, first aid kits, be clean and safe and not suffer from extreme heat or cold. Sites should also be secure.

Individuals should be aware of the location of their nearest emergency services.

Individuals working alone are not to host meetings in isolated environments. Workers working from home are expected to have their in-person meetings either in a serviced office location as designated by mbc or in another public venue, such as a coffee shop. Workers are not to travel to the homes of candidates.

## Employee Expectations

Employees WFH are expected to observe all policies and procedures of DOB Enterprises. Employees should continue to accurately record their hours worked and restrict the hours they work to normal business hours unless they have received prior approval from the Director.

Employees WFH are expected to allow other members of DOB Enterprises into the premises for safety inspections or to retrieve equipment.

Employees must, so far as is reasonable, secure equipment, documents and information provided by DOB enterprises for the purpose of performing their duties. In the event of an information breach or equipment loss, failure to take reasonable precautions to secure equipment or information may make the employee liable for damages and penalties.

Employees are expected to adhere to the terms of their WFH agreements. If they anticipate that they will not be able to meet the terms of their agreements, they are expected to communicate that as soon as the concern arises and work constructively with management to find a solution.

Employees are expected to notify their household insurer (if they have one) of WFH arrangements and provide the name of the insurer to DOB Enterprises. Employees indemnify the company against all loss or damage to the employee's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by a negligent act, error, or omission of DOB Enterprises.



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Employees should be aware that not all services that are available within an office will be available with WFH arrangements. Employees are expected to work with these constraints and work reasonably with other people to work around them.

Employees are expected to make regular contact with mbc offices. This should generally be done via telephone or Skype calls.

If an employee has to travel during a WFH day, they must inform their supervisor of their anticipated travel in advance.

## Supervisor Expectations

Supervisors are expected to :

- Ensure that work outcomes are being met
- Regularly review WFH arrangements
- Communicate regularly with WFH Employees
- Ensure that equipment and tools provided to WFH employees are adequate for the job

Review the site as necessary and ensure that the site is OHS compliant.



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# DOB Working From Home Policy

## Working from Home Request Form

### Working from Home Request

Employee Details	
Name	
Position	
Home Address	
Home phone	
Email	
Contact Arrangements	
Arrangements	
Date to start WFH Arrangement	
End Date of Arrangement	
Number of days at home	
Number of days in office	
Expected performance at home	
Special arrangements:	_____ days in office per week/month
Reason for request	
Date of review (no longer than three months from commencement)	

### Further Notes

I have read, understand, and agree to all of the terms laid out in the Working From Home Policy.

Employee

Employee Signature

Date

Approved            yes            no

Supervisor

Supervisor signature

Date



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