



## Working from Home Policy and Procedure

### 1. Purpose

This policy and procedure, and associated Schedules, assists staff members and their senior managers to clearly set in place a working from home arrangement as part of a staff member's overall working arrangement.

### 2. Scope

This policy and procedure applies to all staff of the Institute.

### 3. Definitions

Term	Definition
Home	the residential address of the staff member as specified in their staff records held by the Institute.
Home Office	The area designated by the staff member within the staff member's home as the worksite in which the staff member will carry out the home-based work as per the working from home arrangement.
Senior Manager	The Executive Dean, Group General Manager, Campus Director, Head of School or their nominee.
Staff member (staff)	Any person who is an employee of the Institute including, contracted staff, seeking to enter into a working from home arrangement.
Self-Assessment Safety Checklist (checklist):	A checklist undertaken by a staff member of occupational health and safety requirements, as contained as Schedule 2.
Working from Home Agreement (Agreement)	As contained in Schedule 1.

### 4. Policy Statement

- 4.1 The Institute encourages senior managers to work with staff members to find appropriate solutions that suit the needs of the Institute and the staff members. This may include working from home, in accordance with a Working from Home Agreement.

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- 4.2 In exceptional circumstances such as a pandemic or a situation that could impact the health or safety of staff, the Institute may direct a staff member to work from home, once the nature of the work and the suitability of the staff member's home have been considered.
- 4.3 Workplace health and safety laws apply when an employee is working from home.
- 4.4 Any requirement to record a staff member's hours of work will continue when they are working from home.
- 4.5 The usual terms and conditions of employment between the Institute and staff will continue to apply to the working from home arrangement. The staff member must comply at all times with relevant awards or agreements, policies and procedures, including ownership of intellectual property and security of information.

## 5. Procedure

- 5.1 Each request for a working from home arrangement must be considered on a case-by-case basis and approved by the staff member's senior manager and confirmed by Human Resources.
- 5.2 Before the Institute will approve a working from home arrangement, a staff member must comply with the requirements set out in the Working from Home Agreement.
- 5.3 The senior manager may make such modifications (in consultation with the staff member) as considered necessary to the working from home arrangement to ensure the staff member can satisfactorily carry out his/her duties from home, prior to approval of the Working from Home Agreement.
- 5.4 Staff members applying for permission to work from home must complete an occupational health and safety form to verify to the Institute that the home office is considered suitable for the proposed Working from Home Agreement.
- 5.5 The Institute may request a site inspection of the home office where it is deemed necessary. In such instances, the Senior Manager is responsible for arranging for the site inspection by use of Facetime/Skype/Zoom or by inspection by a suitably qualified OHS assessor.
- 5.6 The Institute may loan or supply staff members with appropriate office equipment (such as office furniture and/or laptops) to assist with the compliant set-up of home offices. Institute laptops with anti-virus software should be used, unless otherwise agreed and detailed in the Working from Home Agreement.

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5.7 The following procedure should be followed for approval of a Working From Home Agreement:

- 5.7.1 The staff member must complete and sign the Working from Home Agreement and the checklist.
- 5.7.2 The Senior Manager must approve the Working from Home Agreement.
- 5.7.3 The Agreement once signed and approved, must be forwarded by to the Human Resources office to attach to the personnel file of the staff member.
- 5.7.4 The staff member, shall take all reasonable steps to secure and protect, and only use for its intended purpose, any equipment loaned or supplied by Institute to the staff member.
- 5.7.5 The staff member, shall take all reasonable steps to secure and protect and to keep confidential, all Institute data, information and any intellectual property of the Institute.
- 5.7.6 The Institute will not be liable for any liability, loss, damage, costs or expenses incurred or suffered by any person arising directly or indirectly out of or in connection with the Working From Home Agreement, including but not limited to any liability, loss, damage, costs or expenses as a result of faulty equipment, except to the extent that any liability, loss, damage, costs or expenses are caused or contributed to by the negligence of the Institute.

## 6. Responsibilities

### 6.1 Senior Manager

Senior Managers have responsibility for considering all working from home requests in accordance with this policy and procedure, for undertaking enquiries with Human Resources regard to the proposed arrangements, and for approving or denying a working from home arrangement and a proposed Working from Home Agreement (Schedules 1 and 2) in the first instance.

### 6.2 Staff

Where the staff member is unwell and is unable to perform his/her duties from the home office, the staff member must notifying his/her senior manager in the same manner as if the staff member was expected to be working from Institute premises and in accordance with the requirements in the relevant awards or agreements.

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## 7. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage;
- Internal circulation to staff;
- Staff professional development.

## Supporting documents and References

Occupational Health and Safety Act 2004 (Vic)  
Workplace Health and Safety Act 2015 (NSW)

MIT Policies and Procedures

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