

Working from Home Policy

1. Policy Statement

Keltech will provide guidelines for employees who work from home, to ensure clarity on policy and procedure.

2. Purpose

To allow when necessary the flexibility to work remotely from home.

3. Scope

This policy applies to all employees of Keltech Ltd who have applied to or have been requested to work from home.

4. Responsibilities

- 4.1. Employees working from home are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring employees that are working from home are familiar with and comply with the terms of this policy.
- 4.3. The HR Manager is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

5. Home Working Arrangements

- 5.1. The ability to work from home on an occasional or temporary basis may help a member an employee when:
 - A child or elderly relative or dependant becomes unwell or arrangements for their care break down at short notice.
 - Despite being fit to work, travelling to the office is difficult (for example, due to recovery from an injury such as a broken leg).
 - Public transport has been disrupted, for example by the weather or by a strike, and affects their travel arrangements.
 - A quiet, uninterrupted work environment could enable them to deal with a backlog of administrative tasks or to write reports to a deadline.

There is a national emergency.

In these circumstances, working at home can be authorised by the HR Manager/Manager/Managing Director if, in their opinion:

- You have work that can be done at home.
- Working at home is cost-effective.
- Any increase in work that may be passed to your colleagues as a result is kept to a minimum.
- It can help facilitate social distancing.

You may want to vary your working arrangements so that, either permanently or for a fixed period, you work from home for all or part of your working week.

Any request to work from home must meet the needs of our business as well as your needs.

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6. Service Requirement

- After successful completion of their probationary period, any member of staff can make an application for homeworking. The company will consider this on its merits.

7. Application

To be considered for homeworking, you must submit a written application via email to the HR Manager/Manager. Your application must state:

- Why you consider your job to be suitable for homeworking and how you meet the criteria for homeworking set out above.
- Whether you wish to work from home on a permanent basis or for a fixed period. In either case you should state the date from which you wish the arrangements to start and, if you wish to work from home for a fixed period, the date on which you want the arrangements to finish. Try to give us as much notice as possible and make your application at least four weeks before your proposed start date.
- Whether you wish to work from home for all or part of your working week and, if only part, which days you propose to work from home.
- How you would organise your work from home, including how you would ensure the security of documents and information, where appropriate.
- The extent to which you could be available to come to work on days you are proposing to work from home if needed, for example, to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days.
- The hours of work that you propose should apply when you are working at home.
- How you envisage maintaining contact with your line manager or supervisor and how your work will be set and progress monitored. It may help your application for homeworking if you discuss it informally first with your line manager or supervisor. This may identify potential problems with your application, such as a need to be in the office or workplace on occasions you had not considered, which your application can then address.

When considering your application, the HR Manager/Manager may invite you to a meeting to discuss your proposals. We will try to respond to your request within two weeks. If you need to work from home due to national health and safety, the Company reserves the right to bypass the notification period and request process in line with business requirements.

8. Refusal of Application:

Not all staff and not all jobs are suitable for homeworking. A request for homeworking is unlikely to be approved, on either an occasional or permanent basis if:

- You need to be present in the office to perform your job (for example, because it involves a high degree of personal interaction with colleagues or third parties or involves equipment that is only available in the office)
- Your most recent annual appraisal or review identifies any aspect of your performance as unsatisfactory.

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- Your line manager/supervisor and/or the HR Department has advised you that your current standard of work or work production is unsatisfactory
- –You need supervision to deliver an acceptable quality and/or quantity of work. If you wish to apply to work from home, you must show you can:
- Work independently, motivate yourself and use your own initiative
- Manage your workload effectively and complete work to set deadlines
- Identify and resolve any new pressures created by working at home
- Adapt to new working practices including maintaining contact with your line manager or supervisor and colleagues at work

If your request is refused, we will explain why in writing.

9. Appeal

If you are not happy with the decision, you may appeal to the HR Manager, who will organise an appeal authority using our company grievance procedure.

10. Granting of Request

If your application is accepted, the agreed arrangements will be recorded in writing and will be subject to a trial period of 2 weeks. This will be used to assess if your homeworking arrangements work as anticipated. Any terms on which it is agreed that you may work from home will include the following:

- We reserve the right to terminate the homeworking arrangements, subject to reasonable notice.
- You will be subject to the same performance measures, processes and objectives that would apply if you worked in the office.
- If you receive an unsatisfactory grade in an appraisal or a review or are subject to a disciplinary sanction for any reason your homeworking arrangements will be terminated immediately and you will be expected to return to work in the Company premises.
- Your line manager or supervisor will remain responsible for supervising you, will regularly review your homeworking arrangements and may take steps to address any perceived problems.
- They will also inform you of meetings or training sessions that you must attend in the office, a nominated premises or virtually, and will ensure you are kept up to date with information relevant to your work.

11. Insurance

Working from home may affect your home and contents insurance policy. You must make any necessary arrangements with your insurers before you start homeworking

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12. Equipment

We will provide any equipment that we consider you need to work from home

- this will remain our property. We will make all necessary arrangements and bear the cost of installing and removing equipment from your home. If equipment is provided, you must:
 - Use it only for the purposes for which we have provided it
 - Take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures
 - Make it available for collection by us or on our behalf if you are asked to.

You must ensure you have sufficient and appropriate equipment for working from home. We are not responsible for the provision, maintenance, replacement, or repair of any personal equipment used by you or is lost or damaged while working for us.

We are not responsible for the associated costs of you working from home, including the costs of heating, lighting and electricity. You must keep all equipment and information securely, in particular, private and confidential material. Your line manager/ supervisor /HR Manager must be satisfied that you are taking all reasonable precautions to maintain confidentiality of material in accordance with our requirements

13. Data Protection Devices

- Take extra care that devices, such as USBs, phones, laptops, or tablets, are not lost or misplaced. – Make sure each device has the necessary updates before leaving the workplace, such as operating system updates (like iOS or Android), and software and antivirus updates.
- Ensure your computer, laptop, or device is used in a safe location, for example, where you can keep sight of it and minimise who else can view the screen, particularly if you are working with sensitive personal data.
- Lock your device if you have to leave it unattended for any reason.
- Make sure your devices are turned off, locked, or stored carefully when not in use.
- When a device is lost or stolen, inform the company immediately so a remote memory wipe can be completed, where possible

14. Data Protection Emails

- Follow any applicable email use policies
- Use work email accounts at all times. Do not use personal email accounts for work related emails involving personal data.
- Do not use confidential data in subject lines.
- Before sending an email, ensure you're sending it to the correct recipient, particularly for emails involving large amounts of personal data or sensitive personal data.

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15. Data Protection: Cloud and Network Access

- Where possible, only use our trusted networks or cloud services and complying with our rules and procedures for cloud or network access, login and data sharing.
- If you are working without cloud or network access, ensure any locally stored data is adequately and securely backed up

16. Data Protection: Paper Records

It's important to remember that data protection applies to not only electronically stored or processed data, but also personal data in manual form (such as paper records) where it is, or is intended to be, part of a filing system.

- If you are working remotely with paper records, ensure the security and confidentiality of these records by keeping them locked in a filing cabinet or drawer when not in use, disposing of them securely (such as by shredding) when no longer needed, and making sure they are not left somewhere where they could be misplaced or stolen.
- If you're dealing with records that contain special categories of personal data (e.g. health data), you should take extra care to ensure their security and confidentiality, and only remove such records from a secure location where it is strictly necessary to carry out your work.
- To maintain good data access and governance practices, please keep a written record of which records and files have been taken home.

17. Health & Safety

Staff working regularly at home have the same health and safety duties as other staff. They must take reasonable care of their own health and safety and that of anyone else who might be affected by their actions and omissions. They must attend the usual health and safety courses, read the handbook and undertake to use equipment safely. We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on whether work is undertaken at or from home and the nature of the work undertaken.

- Staff working at home must not have meetings in their home with customers and must not give customers their home address or telephone number.
- Staff must ensure that their working patterns and levels of work both over time and during shorter periods are not detrimental to their health and wellbeing.
- Staff must use their knowledge, experience, and any training to identify and report any health and safety concerns to their line manager/HR Manager.
- Staff working at or from home are covered by our accident insurance policy.
- Any accidents must be reported immediately in accordance with our Health and Safety Policy.

This policy is subject to change from time to time in line with business requirements.