



Work from Home Policy

HKRP is committed to providing and maintaining a safe and healthy workplace environment for all workers (including contractors and volunteers) and at times that may mean that workers are able to work from home (WFH) instead of a HKRP or customer site.

Purpose

The purpose of the policy is to ensure that working from home is beneficial to both our employees and HKRP by defining eligibility and the WFH responsibilities of resources and managers.

Application

This policy applies to every employee and contractor of HKRP.

Definitions

- Employees are working from home when they start and finish their work at a place which is not a part of the premises of the company and not a customer site.
- The reasons for working from home can be both externally generated (e.g. pandemic lockdown/bad weather) or resource generated (e.g. imbalance in work and life/want to work in quiet location).
- Work from home arrangements can be permanent or temporary and fulltime or individual days.

Responsibilities

Responsibilities of all workers:

- Workers must request to work from home ahead of the day that they are requesting
- Where possible workers should try to make arrangements regular so that the organisation can predict where they are
- Workers should be cognisant of the hours they are working from home and ensure that they are not working over or under their agreed hours without discussing the changes with their supervisor.

Additional responsibilities of Managers and Supervisors

Managers are responsible for supervising the resources under their care even when they are working from home, and need to consider these elements before approving work from home:

- Is the employee able to work from home by nature of their job?
- Are there any cybersecurity and data privacy concerns?
- Will collaboration with the employee's team become difficult?
- Do employees have the necessary equipment or software installed at home to be safe and productive?

Consequences of a breach of the policy

Any resources who are found to be in breach of this policy may no longer be approved to work from home.

A blue ink signature of Hitesh Patel, written in a cursive style.

Hitesh Patel, Director