

WORKING FROM HOME POLICY

OVERVIEW

Pro Health Care and any subsidiary companies (“**Pro Health Care**”) recognise that remote working / working from home may allow greater flexibility and balance between work and personal needs (such as family or caring responsibilities).

The purpose of this policy is to identify the conditions employees must abide by when performing work remotely or from home, and how employees may apply for permission to work in this way. Any such arrangements must be approved in writing by Pro Health Care and in most circumstances Pro Health Care’s premises will remain your primary place of work.

Employers and employees have responsibilities under work health and safety laws to ensure that work is carried out safely. These rules also apply to remote working / working from home. Employees must act in accordance with Pro Health Care’s requirements and directions in respect of health and safety when working remotely or from home.

Employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, up to and including termination of employment.

In so far as this policy imposes any obligations on Pro Health Care (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

Pro Health Care may unilaterally introduce, vary, remove or replace this policy at any time.

DIRECTION FROM THE COMPANY FOR EMPLOYEES TO WORK REMOTELY OR TO WORK FROM HOME

In certain circumstances it may be necessary for Pro Health Care to request or require you to work remotely or from home, such as in the circumstances of the coronavirus / COVID-19 pandemic.

Generally this will only be done after Pro Health Care has consulted with you and is satisfied that you are able to perform your role remotely.

REQUESTS TO WORK REMOTELY OR WORK FROM HOME FROM EMPLOYEES

All requests to work remotely or from home must be made in writing by the employee.

Where the employee makes the request pursuant to a right to request flexible working in accordance with the Fair Work Act 2009 (Cth) (“the FW Act”) any request must be made in accordance with the relevant provisions of the FW Act, and Pro Health Care will consider the request and respond in accordance with the relevant provisions of the FW Act.

Nothing in this policy affects employees or Pro Health Care’s rights and obligations under the FW Act and in the event of an inconsistency with the FW Act and this policy, the FW Act will prevail.

Document Title:	Working From Home Policy	Document Version:	1.0
Release Date:	24 May 2021	Revision Date:	24 May 2021

Factors that Pro Health Care will consider when considering a request to work remotely or from home include:

- The needs of the employee;
- The operational needs of Pro Health Care;
- The nature of the work and its suitability to a remote working or working at home arrangement;
- Potential positive or negative effects on the quality of work processes, practices and outcomes and the impact on work colleagues;
- Availability of equipment for use to facilitate working remotely or from;
- Any additional costs Pro health Care will incur (e.g. equipment or insurance costs, etc.).

WHEN AN EMPLOYEE’S REQUEST IS APPROVED

When a request to work remotely or from home is approved, an employee may be required to enter into a written Remote Working / Working from Home Agreement, this will generally specify:

- Whether the arrangements are on a temporary or ongoing basis, and if on a temporary basis how; long the arrangement will continue for;
- Where work must be performed from (e.g. from the employee’s home);
- The days / hours / occasions that the employee can perform work remotely or from home;
- Arrangements for how and when the employee will be contactable (e.g. they must be available to respond to mobile telephone calls and work emails within their normal work hours);
- All relevant workplace health and safety requirements relevant to the arrangement;
- What equipment Pro Health Care will provide for the arrangement (if any);
- Any expenses Pro Health Care will reimburse the employee for in respect of the arrangement (e.g. equipment);
- Any other relevant terms.

Pro Health Care reserves the right to suspend or terminate a Remote Working / Working from Home Agreement at any point for operational or any other reasons.

EXPECTATIONS WHEN EMPLOYEES ARE WORKING REMOTELY OR WORKING FROM HOME

Employees working remotely or from home remain subject to Pro Health Care policies and procedures.

Employees working remotely or from home are responsible for maintaining a safe work environment.

Employees should ensure that when they work from home or remotely that they are available to be contacted throughout the work day, except for authorized breaks. If an employee will be for some reason uncontactable they should inform their manager in advance.

Document Title:	Working From Home Policy	Document Version:	1.0
Release Date:	24 May 2021	Revision Date:	24 May 2021

Employees are required to work their usual work pattern when working remotely or from home. Such a working arrangement does not permit the employee to have any greater flexibility regarding their hours of work (unless such an arrangement has been approved by Pro Health Care).

Pro Health Care may require the employee to attend Pro Health Care’s premises (or any other location) at its discretion during the period of a Remote Working / Working from Home Agreement – for example, for meetings, training, etc.

USE OF PERSONAL COMPUTER

Where an employee uses a personal computer when working remotely or from home the employee must ensure the security of Pro Health Care’s information by taking measures including:

- Having appropriate licenses for the software applications on computer;
- Having adequate virus and firewall protection; and
- Taking physical security for the computer (e.g. not leaving it unattended or in a position it is liable to be stolen).

INSURANCE

Employees should be aware that Pro Health Care does not insure any employee owned equipment, furniture or other property used when an employee works remotely or from home

INJURY, ILLNESS & OTHER INCIDENTS

Where an employee has been approved to work remotely or from home and the employee becomes ill, the employee must comply with the usual reporting of absence due to illness.

Where an employee is injured while working remotely or from home they must report the injury to Pro Health Care immediately.

The employee should also report any other relevant incidents to Pro Health Care immediately (security issues, theft of Pro Health Care property, etc.).

Document Title:	Working From Home Policy	Document Version:	1.0
Release Date:	24 May 2021	Revision Date:	24 May 2021