



## The SUN Network Cambridgeshire and Peterborough Home and Remote Working Policy

### Introduction

This policy applies to staff who are designated as home workers, and where staff work remotely for extended periods.

The term 'computer' includes laptops, or any other devices used for working at home.

### Policy

- Terms and conditions for home working arrangements should be clearly stated in contracts issued to home-working staff before the commencement of the employment term and must cover all areas relevant to home working status including Health & Safety, Data and IT Security, and Communications.
- The SUN Network should take all reasonable measures to ensure that people who are working from home are fully supported to undertake the role as outlined in the job description, which may include the provision of IT hardware/software, telecommunications equipment and personal health and safety equipment.

This policy also applies to regular or ad-hoc remote working by staff, and any differences to home workers is stated. It will also apply where the office is closed for any reason and business contingency arrangements have been put in place.

### Procedures – regular or occasional remote/home worker

- For regular or occasional working from home, all staff will carry out a DSE assessment of their working environment, to ensure it is fit for purpose. The Executive Director can help with this
- Staff working from home on a regular or occasional basis should work with the rest of the team to produce a timetable for communications to ensure that you are not isolated from the main office. You should follow any check-in or communication arrangements proposed by The Executive Director for the purpose of business operations
- If equipment is provided for use by The SUN Network, it should be logged by the Executive Director before issue and be labelled appropriately for identification. Any electrical equipment that is not new should be PAT tested before issue. New equipment should be PAT tested after two years of use – you will be required to bring or send in your equipment for the annual PAT test.
- Any equipment provided for use should be appropriate for your role, including installation of standard software on any IT equipment, and ability to connect to the main office system and the internet if required. This may include provision of a standard Office suite, VPN software and security software. The Executive Director will arrange this. Where staff work

The SUN Network Cambridgeshire and Peterborough  
The Maple Centre: 6 Oak Drive, Huntingdon, Cambridgeshire,  
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from home are using their own equipment, VPN access will need to be set up by the IT Support provider.

- Any equipment provided by The SUN Network should be used solely for business purposes.
- Home working staff are responsible for the safety and security of all data at your home working station.
  - a. All staff should be aware of the data protection policy and be able to identify which data should be kept secure
  - b. Any hard copy secure data should be kept in a locked cabinet when not in use and destroyed appropriately when no longer needed for the specified business purpose using a shredder or similar device
  - c. A remote connection to the cloud will be provided, and any data uploaded should be business related only.
  - d. Confidential electronic work files should not be saved onto a home-based device, emailed to a personal email address, or saved to a personal portable data storage device. All data should be saved to The SUN Network's network or to a portable device issued by The SUN Network. Where exceptional circumstances apply, such as office closure, authorisation to save to personal devices will be made by the Executive Director
  - e. Home or remote working staff should not use portable data storage devices except in the cases outlined above, and only use those issued by The SUN Network.
  - f. Any computer issued by The SUN Network and used for working remotely should be kept secure when not in use (password) and should not be used by any other user.
  - g. When travelling, the computer should be kept secure, in the staff member's possession, or locked in a cabinet, in line with our insurance conditions.
  - h. The computer should be password protected, and any VPN/other connections for business use should be isolated to your profile. The computer must have an adequate business level security software suite installed. The Executive Director has the right to request remote access to your business user profile, computer, or work phone to run any scans necessary to ensure the security of business data. If possible, the computer should have a full system check at the start of the term of employment.
- 2. Any accidents or health and safety incidents should be reported to the Executive Director, who will record them in the Report Book at the main office.

## **Finances and Expenses Claims**

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Where working from home is a personal preference, you will not be able to claim for electricity, and you must deduct home to office miles on all journeys undertaken.

Where working from home is enforced through office closure. You may claim electricity costs of £1.04 per day and claim mileage from home.

The Executive Director has the right to remove or amend home working options to suit business operations, or if abuse of the process is discovered.

### **Equipment that may be issued:**

- Laptop and peripherals as needed
- Mobile Phone
- Portable storage device
- Tablet
- Monitor
- Projector
- Microphone
- Video-camera
- Headsets

### **Documentation:**

- Information Governance Policy
- Home Worker risk assessment
- VDU Guidelines (DSE assessment)

### **Approved by the board:**

**Date: 19<sup>th</sup> July 2021**

**Review date: July 2024**

**Responsible Officer: The Executive Director**

**Signed:**

**Jonathan wells Chair of Directors**

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Date: 19<sup>th</sup> July 2021

Signed: 

Lois Sidney Executive Director

Date: 19<sup>th</sup> July 2021

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