



WORKING FROM HOME POLICY

1. **Why do we have a home working policy?**

District 360 Pty Ltd (**Company**) understands that employees may wish to work from home.

The Company may also wish to direct employees to work from home from time to time.

This policy sets out the basis for working from home arrangements and may be amended or withdrawn by us at our discretion. It does not form part of your contract of employment.

2. **Does this policy apply to you?**

If you are an employee of the Company, this policy applies to you.

You may request partial or full-time remote working arrangements under this policy, including ad-hoc or ongoing arrangements.

3. **You do not have an entitlement to a home working arrangement**

It is important to understand that working from home is not an entitlement or contractual right. Whether or not we will permit you to work at home is at our absolute discretion.

Generally, home working arrangements will be ad-hoc or of limited duration. They may be on a part-time or full-time basis and may also incorporate other flexibilities as agreed with us.

Even if we agree you can work from home, we may require you to attend the workplace from time to time.

4. **Your role and working from home**

You are encouraged to be realistic about your proposed home working arrangement.

You should think about your personal needs but recognise that while the arrangement suits you, it also needs to suit the needs of your colleagues and our business. If you wish to incorporate additional flexibilities in your home working arrangements, you should include those details in your application.

In exercising our discretion regarding your home working arrangement, we will consider a range of factors, including:



- (a) your needs and proposed solutions (including additional flexibilities);
- (b) whether your role is a stand-alone role and, if so, whether it can be carried out effectively from your home location;
- (c) whether your role is a supervisory role, and whether it entails a high frequency of delegation and supervision and whether this can be achieved from your home location;
- (d) how much attendance in the office is necessary for the proper performance of your job;
- (e) the potential that the revenue responsibility of your role (or that of colleagues) will be adversely impacted by home working;
- (f) whether you require close in person supervision or whether this can be achieved remotely (or, a combination of both);
- (g) whether the ratio of homeworkers to office workers in your work group or department is appropriate;
- (h) whether you have an adequate workspace and a suitable work environment at your home location;
- (i) whether the working from home arrangement is healthy and safe as required by legislation and our policies;
- (j) whether your colleagues' workflow will need to change to enable you to work from home and whether this is appropriate;
- (k) whether the main functions of the role can be carried out effectively from home from a logistical point of view, particularly in relation to administrative support roles;
- (l) whether there are costs implications and, if so, whether the costs outweigh the benefits to us;
- (m) whether the home working arrangement will adversely impact your work team and your work team's or the Company's performance;
- (n) whether your work can be performed to the standard required by us, including quality, quantity and timeliness;
- (o) whether you can ensure security of our equipment or property (if we provide you with any);
- (p) whether you can guarantee confidentiality of our and our clients' information or data;
- (q) whether your household/home insurance policy or any other relevant provision

permits you to work from home;

- (r) whether your work history demonstrates (and continues to demonstrate) that you are self-motivated, can work independently and manage your time effectively and that you can deal effectively with your colleagues and managers while working from home; or
- (s) any other factor that we may view as being relevant to the suitability of the home working arrangement.

5. Home working must be safe

As your employer, we are required by legislation to take reasonable steps to ensure that your workplace is healthy and safe, including when you are working from home.

You will not be permitted to work from home if there is a risk that your working environment is not healthy and safe or fails to be healthy and safe at any time.

As part of the approval process, you must provide us with a completed Working From Home Safety Checklist which demonstrates to us your proposed home working arrangement is healthy and safe.

If your home working arrangement commences (on a temporary or ongoing basis), you will also need to revise the Working From Home Safety Checklist on an ongoing basis (ie, if there are any changes to risks) and as required by us and immediately inform us if there are any changes to your approved home working arrangements or there are risks to your health and safety.

We may ask you to complete other documents and direct you to take certain actions. You must comply with all our directions and must complete and promptly complete and return to us all required documentation.

As our employee, you also have duties under legislation regarding your own and others' safety in your home workplace. We expect you to undertake ongoing monitoring and review of your home working environment for potential health and safety hazards to you or other persons, address them (if possible) and immediately report any issues to your line manager. If you fail to do this, you may be subject to disciplinary action, up to and including dismissal.

6. Requesting a home working arrangement

If you wish to request a home working arrangement, you must take the following steps and any other steps we may require:

- (a) Review this policy and consider whether your proposed home working arrangement will comply with all requirements, including those set out in

paragraphs 4 (Your role and working from home), 5 (Home working must be safe) and 9 (Guidelines for home working).

- (b) Discuss your proposed home working arrangement with your line manager.
- (c) If your line manager confirms that the proposed home working arrangement may be suitable, then you must provide your manager with your completed Working From Home Safety Checklist.

7. Approving a home working arrangement

We will consider your request and let you know in writing if you are approved to work from home.

If approved, your home working arrangement may be subject to certain conditions at our discretion and we may suggest a different arrangement to that proposed by you.

For example, you may need to:

- (a) complete an initial trial period;
- (b) sign a home working agreement which will set out details such as the duration of the arrangement, the length of the trial period, what times/hours/days will be worked at home and how the arrangement may be withdrawn or changed by us or you; and
- (c) take other steps as advised by us.

8. Reviewing home working arrangements

Home working arrangements are subject to regular reviews and may be varied or withdrawn at any time (with or without a review) at our discretion, including in response to any changed circumstances.

If:

- (a) you fail to comply with the Company's policies and procedures (including this policy) or your contract of employment;
- (b) there are health and safety risks to you or other persons which cannot be addressed;
- (c) you are not meeting deliverables or other commitments; or
- (d) your working from home arrangement is adversely affecting your work team or the Company,

then it is more likely that the home working arrangement will be withdrawn or changed by

us.

9. Guidelines for home working

9.1. Changes to your home working location

If your workspace or your home working location changes, you must immediately notify us in writing.

A minimum of four weeks' notice of change of address must be provided unless we agree otherwise. If you fail to do this, your home working arrangement may immediately cease at our discretion.

9.2. Office attendance

You must attend, or work from, the office from time to time for the following purposes:

- (a) attending meetings, briefings or training and during key points of a business cycle;
- (b) to deputise for absent colleagues; or
- (c) in other relevant circumstances including as advised by us.

You may also be required to attend the office or other location at any time at our discretion.

9.3. Equipment

We may at our absolute discretion provide any of this equipment:

- (a) computer and other IT equipment, installed by us or delivered with full instructions on how to assemble and install;
- (b) all computer equipment we decide is necessary, which will be installed at your remote location by an employee from the IT department as appropriate, or alternatively sent to your home address with full instructions on how to assemble and install — the IT department will be responsible for the maintenance, repair and removal of such equipment; and
- (c) Laptop
Mouse
Laptop stand (if required)

Any equipment provided to you remains our property, must not be removed from your home without written permission from your line manager and must not be used except for work purposes.

You must take reasonable care of our equipment and you are responsible for any damage which goes beyond normal wear and tear. You must report any damage or malfunctioning to your line manager as soon as possible.

9.4. Your workspace

When working from home, you must have a secure room in which you will work, preferably dedicated to work purposes.

9.5. Insurance

All Company property provided to you for use in your home will be covered under our insurance policy.

You must not do, cause or permit any act or omission which will avoid coverage under our insurance policy. If you are unsure if any act or omission will do this, you must speak with your line manager immediately.

If you have a household or home insurance policy, you must notify your insurer of your home working arrangement.

You must also ensure your home working arrangements do not breach any:

- (a) insurance policy condition;
- (b) restrictive covenant affecting your home address;
- (c) council planning restriction; or
- (d) mortgage condition.

9.6. Your general liability

As an owner or occupier of your home, you remain responsible for ensuring:

- (a) the safety of any persons at your premises, including visitors and household members, particularly children; and
- (b) that the general fabric of the home and its fixtures and fittings, including in any area in which you work, is maintained in a safe and functional state for performance of work — eg electrical sockets and other parts of your domestic electric system, are your responsibility.

9.7. Confidentiality, data protection and use of our IT systems

You must comply with all duties and obligations regarding confidentiality, privacy, data protection and use of our IT systems and network as set out under your contract of employment and relevant policies, including D360S_P003 Privacy and Confidentiality Policy 16032022.

You must keep business-related resources, equipment or information to which you have access safe and secure.

You must take reasonable steps to restrict the access of all persons to work equipment, materials, documents, confidential information and other Company and client data in order to:

- (a) avoid damage or loss; and
- (b) maintain business confidentiality;

You must ensure that all confidential material requiring disposal is shredded or, in the case of electronic material, securely destroyed as soon as any need for its retention has passed or as directed by us.

You must take reasonable care of work-related information and our property when travelling to or from home.

9.8. Health and safety risk assessments

We have obligations under work health and safety legislation which requires us to perform a risk assessment of your work activities, including when you are working at home.

The purpose of completing a risk assessment regarding your home working arrangement is to identify the hazards relating to your work activities and to decide whether enough steps have been taken to prevent harm to your or anyone else who may be affected by this arrangement.

Risk assessments of your home working environment may be carried out as a self-assessment by the homemaker, including by completing the Working From Home Safety Checklist.

All risk assessment findings will be recorded and reviewed as appropriate. You may be required to take corrective actions.

If an accident occurs, you contract an illness or sustain an injury, you identify a potential health and safety hazard or there is a change to the Working From Home Safety Checklist, you must immediately notify your line manager.

For further health and safety information, see our D360S_P027 Work Health and Safety Policy.

9.9. Communication and meetings

To minimise your potential isolation and to allow for proper supervision and management, line managers will, where appropriate, involve you in regular

meetings or consultations. You must attend such meetings. If you cannot attend a scheduled meeting for good reason, you must notify the person organising the meeting in advance of this fact.

In addition to regular meetings, line managers will ensure that regular contact is made between you and your colleagues.

You must be contactable, within reason, during the agreed hours of work. Contact outside these hours will only be made in cases of an emergency.

9.10. Training

Training will take place as appropriate and required.

You must participate in any departmental or general training sessions.

10. Monitoring and review of your flexible working arrangement

If agreed, your home working arrangement may be reviewed by us on a regular basis.

It is expected that you will actively participate in all reviews and that you will be willing to facilitate changes as required or agreed with us.

If we decide your home working arrangement is not operating effectively, we may decide to withdraw it or amend it at our discretion.

11. Changes to this policy

This policy may be amended or withdrawn by us at our discretion and does not form part of your contract of employment.