



## Home Working Policy

As an employer, WEC Group have the same health and safety responsibilities for our home workers as for any other workers.

When someone is working from home temporarily, we need to consider:

- How we will keep in touch with you?  
We aim to implement 'Microsoft teams' this will allow you, your Manager and your team to stay in touch whilst working from home.
- What work activity will you be doing?  
This will be set by your Manager and you will be asked to report daily on your activity.
- How will I be paid?  
It is important that you clock in and out on your Laptop/ Computer on a daily basis as you would at the clock machine in work. IT will advise you on how to do this.
- Can the work be done safely?  
We will undertake risk assessments where necessary and any concerns must be highlighted to your Manager.
- Do we need to put control measures in place to protect you?  
Yes, you will be in regular contact with your Manager and other members of staff during your working from home.

### Lone working without supervision

There will always be greater risks for lone workers. We aim to keep in touch with you on a regular basis to make sure you are healthy and safe.

You will be asked to clock in and out at the beginning and end of each working day through the clocking system which IT will set up on your computer.

### Working with display screen equipment

There is no increased risk from display screen equipment (DSE) for those working at home temporarily. You will not need to complete a home workstation assessment.

We advise the following:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises

- avoiding eye fatigue by changing focus or blinking from time to time

### **Specialised DSE equipment needs**

For some equipment (eg keyboards, mouse, riser) we would consider allowing you to take this equipment home.

For other larger items (eg ergonomic chairs, height-adjustable desks) we would encourage workers to try other ways of creating a comfortable working environment (eg supporting cushions).

### **Personal mobile phones**

During the coronavirus outbreak if you are required to work from home and you don't have a company mobile phone then we ask that you provide IT with your personal mobile phone number, this will then be put on to Samsung exchange so that you are contactable.