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Myerson **Employment**

An employers checklist for homeworking

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Welcome

We understand the complexities of modern life and, therefore, everything we do is ultimately about you, and it is important you get to know the team that will be working with you every step of the way. It's a deep source of satisfaction that so many clients choose Myerson as their trusted adviser.

Why Myerson?

Our Employment Solicitors offer clear and confidential advice to businesses facing employment issues.

As a Top 200 UK Law Firm, we are also proud to be ranked as '**Top Tier**' in the prestigious international directory **The Legal 500**, and commended by The Times '**Best Law Firms 2023**'. This means you can be certain that you will be receiving the highest quality legal advice.

Being a full-service law firm means we are well placed to provide wide-ranging, tailored legal advice to meet your individual needs. We work closely with other departments internally including Real Estate, Corporate, Commercial and Private Wealth Lawyers to ensure that your needs are protected comprehensively.

You can find out more about our **Employment Team** by clicking [here](#).



An employers checklist for homeworking

Should we have a homeworking policy?

Yes. Employers should check any existing homeworking policies in place, review them and update them accordingly.

Employers without homeworking policy should look to implement one as soon as possible.

What should be included in a homeworking policy?

Information about the policy.

- How do you support and facilitate homeworking – full or part-time basis?
- Do you have a supplemental flexible working policy?
- Who does the policy cover?
- How often is the policy amended?

Homeworking arrangements.

- In what circumstances can an employee work from home?
- Who can authorise homeworking?



How to apply for homeworking

- Is it necessary to apply for homeworking?
- If so, what is the application process?

Equipment

- Who is responsible?

Employers are responsible for the equipment and technology they give employees so they can work from home.

- What equipment?

Employers should ensure that employees have the necessary equipment to work from home productively, although it is the employee's responsibility to flag if they do not have sufficient or appropriate equipment for working from home. All equipment remains the property of the employer. Employers must ensure that, where equipment is provided, employees use it for work purposes only, take reasonable care of the equipment and make it available for collection when requested to do so.

- Who is responsible for personal equipment?

Employers do not have responsibility for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by employees.

- Who is responsible for associated costs of homeworking and the equipment provided?

Employers are not responsible for associated costs of working from home including the costs of heating, lighting, electricity, telephone calls or broadband.



- Do you want to offer any financial support?

Employers are not responsible for the possible additional costs of working from home, such as the costs of heating, lighting, electricity, telephone calls or broadband. However, they may wish to make payments to assist with these costs. Tax relief may also be available to employees, depending on the circumstances of their homeworking, and employers may want to inform employees about this.

Data security and confidential information

- How we protect our data and confidential information?

Employers must ensure that employees adhere to the data security and confidentiality provisions as they would when working in normal working conditions. Employees must keep all equipment and information secure. Employers should authorise the equipment their employees are required to use.

Employers should ensure that their employees have instructions relating to software security, including any additional requirements that apply when working remotely, and implement all updates to equipment.

Employers should ensure that employees read and understand policies relating to computer use, electronic communications and data security and keep up to date on the most current version of these policies.

Employers must ensure that an employee that discovers or suspects that there has been an incident involving the security of information relating to the company, clients, customers, or anyone working with or for the company, knows they must report immediately and who to report to.

Health and safety

- Are we required to maintain health and safety standards?

Employers must ensure that employees adhere to the data security and confidentiality provisions as they would when working in normal working conditions.



Employees when working at home have the same health and safety duties as other staff and must take reasonable care of their own health.

Employers should have the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.

Employees must not have meetings in their home with customers and must not give customers their home address or telephone number (unless authorised to do so).

Employees must ensure that working patterns and levels of work both over time and during shorter periods are not detrimental to health and wellbeing.

Employees must use their knowledge, experience, and training to identify and report any health and safety concerns to the necessary person.

Insurance

- Do we need additional insurance?

Employers should ensure that employees when working from home are covered by Company accident insurance policy. Employees should ensure accidents are reported immediately.

Employers should ensure that all equipment provided by them for the use of homeworking is covered under the Company's insurance policy.

Employees with household/home insurance policy should notify their insurers of homeworking arrangements.



What other things should we consider?

Employers must treat employees fairly and consistently, whether they work at home or in the workplace.

Employers should ensure their managers keep in touch with lone and junior workers to mitigate the risk of isolation or unsupervised working whilst homeworking.

Employers should keep DSE arrangements under review.



You're in safe hands!

If you would like further information about how we can help you with **working from home**, or if you have any questions, please don't hesitate to contact a member of our **Employment Law Team** today.

Call: 0161 941 4000

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