

# STAIRLOCK WORKING REMOTELY POLICY

This policy applies to all employees of Stair Lock Pty Ltd. The aim of this policy is to ensure all employees at Stair Lock are aware of the guidelines around working remotely (e.g. working from home).

It is important that working from home arrangements are consistent with the needs of Stair Lock and do not adversely affect other employees.

Not all employees' or all positions are suited to remote working arrangements. For this reason, employees will be offered this on the basis of their suitability and particular circumstances.

An employee must be able to demonstrate that:

- Efficiency will be maintained
- The productivity of an employee's team will not be adversely affected
- The level of customer/client service will be maintained
- Home commitments will not detract from the performance of the work.

Employees should be aware that working from home is not a formal employee benefit or entitlement and that Stair Lock maintains the right to terminate working from home arrangements

## Requirements for Working from Home

Employees must designate a space for working while they are at home. The home office should have a sufficient space to perform work and be ergonomically suitable. Employees are responsible for maintaining a safe work environment.

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and leave entitlements/accruals. An employee is required to perform their work duties effectively and efficiently, as if they were working in the office.

Employees undertaking work from home arrangements are required to follow the same processes for notifying of absences (e.g. personal leave) as if they were working in the office and remain subject to all Stair Lock policies and procedures.

## Work Health and Safety – Working from Home

When working from home, the same Work Health Safety laws, policies, guidelines, and procedures apply and for all intent and purposes your home is your workplace when working from home.

Stair Lock will work with employees to minimise risks at an employee's home by ensuring the following in accordance with the Working from Home Checklist:

- an appropriate workstation is present within the home. Employees will be permitted to borrow necessary workstation equipment, with approval from their supervisor and documented in the Working from Home Checklist.
- safe ergonomic practices, consistent with Stair Lock policies, procedures, and guidelines
- regular communication is maintained between employees working from home and their colleagues and supervisor.
- access to support for mental health and wellbeing services through our EAP

Working from Home arrangements will not be approved without the Working from Home Checklist being completed by Human Resources.

The requirement to, and the process for, identifying and reporting hazards and reporting incidents is the same when working from home.

Stair Lock reserves the right to consult employees for an inspection of their homework environment to ensure it meets health and safety requirements, by virtual means such as photos or video or if required, physical inspection.

## Risks, Hazards and Control Measures when Working from Home

Stair Lock will reasonably manage the risks to a worker who works from home. Employees are responsible for identifying and reporting hazards and incidents, and control measure will be put in place to mitigate risk in consultation with employees. If the risk is deemed to great, working from home will not be permitted.

Physical and psychological risks and hazards associated with working from home include:

- physical injuries from home hazards – slips, trips, falls.
- body stressing injuries from workstation setup.

- inappropriate lighting (too dull or bright)
- unsafe or inappropriate equipment
- being isolated from managers, colleagues and support networks
- not having clear boundaries between home-life and work-life
- fatigue
- poor environmental conditions, for example an ergonomically unsound workstation or high noise levels.

Employees have health and safety obligations to minimise risks when working from home including:

- following procedures about how work is performed
- using equipment provided by the workplace as per the instructions given and is not damaged or misused
- maintaining a safe work environment, such as designated work area, moving furniture to ensure comfortable access, providing adequate lighting and ventilation, repairing any uneven surfaces or removing trip hazards
- managing their own in-house safety, such as maintaining electrical equipment and installing and maintaining smoke alarms
- notifying the employer about risks or potential risks and hazards, including psychological hazards
- reporting any changes that may affect their health and safety when working from home.

**When a Working from Home Arrangement is Terminated or Ends**

If an employee's circumstances doesn't adhere with the Working from Home Agreement, policies, procedures or guidelines for whatever reason, they must inform their line manager as soon as possible.

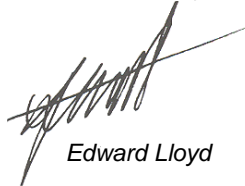
Working from home arrangements will be reviewed on a regular basis to ensure they are operating effectively, meet the requirements of the business and do not adversely affect other workplace participants.

If Stair Lock does not need to continue the working from home arrangement for whatever reason, it may review or terminate the arrangement at any time. Stair Lock does not require an employee's agreement to terminate a working from home arrangement.

If Stair Lock terminates a working from home arrangement, the employee will be given at least 24 hours' notice. If a working from home arrangement ends for any reason (e.g. returning to working from a Stair Lock premises or termination of employment) the employee must return all Stair Lock equipment to the office.

Any breach of this policy will result in disciplinary action which may include termination of employment.

Approved by:



Edward Lloyd

16 August 2023