

McFour Ltd are willing to consider all written requests for flexible homeworking by employees providing they are practical and mutually beneficial. Upon receipt of a written request, we will engage with the employee to determine their main place of work and their working hours. As the employer we will evaluate whether the role of the employee is suitable to be carried out through flexible homeworking. We will assess whether the applicant has the right qualities in terms of their self-motivation, discipline, ability to work without direct supervision to deadlines. If an application is refused the employee has the right of appeal.

In most situations, where the office is not the main place of work, we envisage:

- Flexible homeworking where time is split between office and home
- Mobile working with a base at office or home where travel is undertaken to different site locations

Employees should not assume that other aspects of flexible working (such as amended hours) are automatically part of any homeworking arrangement.

Evaluation of whether the place of the homeworking has suitable space, security, privacy, and support facilities to carry out the role effectively. Risk assessment of the location would be based on the following criteria:

- Has the employee got a safe environment to work in and are any risks minimized within it?
- What are the risks to an employee's stress levels and mental health through lone flexible working?
- Carry out an assessment / self-assessment regarding working safely with display screen equipment at home.
- Ensure keeping in contact with homeworkers and that all meetings are accessible to all

We would agree with the employee if access to the homeworking environment is required for set-up work, equipment maintenance, health and safety assessments, PAT testing equipment, and meetings with co-workers. In addition, we need to agree with the employee the attendance requirements at the office or site along with the security policies for storage and transmission of documents whilst homeworking.

Any Flexible Homeworking Policy has to work operationally and be able to support employees and their operational role through flexible home working.

Signed: 

Date 01/02/2024

Mr Martin McDermott, Managing Director