

Temporary Homeworking Policy

Definitions:

'Company' means the 'Employer' as defined in your employment contract either PayStream My Max Limited, PayStream My Max 2 Limited or PayStream My Max 3 Limited.

'You' and 'your' refers to the employee of any of the PayStream companies defined above and whom has signed an employment contract with PayStream.

'Client' means a third party organisation where the Employee provides his or her services on the organisation's site.

1 Introduction

1.1 In response to the current situation relating to Coronavirus, your Client may implement temporary homeworking with some or all of its workforce, dependent upon certain factors.

1.2 The decision as to whether to allow temporary homeworking in relation to any given role rests with the Company. Any decision made by the Company, in respect of requiring you to return to the workplace to work will be based on the latest government guidelines, advice and legislation in regard to any restrictions in place and to your health and wellbeing.

1.3 The decision to allow homeworking on a temporary basis in the current circumstances does not confer any permanent change to your terms and conditions of employment, including your contractual place of work, and should not be taken to indicate that the Company will agree to requests for homeworking in any other circumstances in the future.

1.4 Given the natures of the Company's business, any consent for homeworking will largely depend on the working arrangements agreed between you and the Client and this will be based on their business need.

2 Suitability for homeworking

2.1 In determining whether any given role is suitable for homeworking, the Company may take into account any or all of the following:

2.1.1 whether it is a stand-alone role and, if so, whether it can be carried out effectively from a home location;

2.1.2 if you have sufficient skills and experience in the role to work independently;

2.1.3 self-motivation and self-discipline;

2.1.4 whether it is a supervisory role, and whether it entails a high frequency of delegation and supervision

2.1.5 how much attendance in the workplace is reasonably required (e.g. you may be required to work from the workplace in certain circumstances, such as deputising for absent colleagues and during certain parts of the business cycle);

2.1.6 the revenue responsibility of the role, and the potential for adverse impact in this regard;

2.1.7 whether the ratio of homeworkers to workplace workers in the relevant work group or department is workable;

2.1.8 whether the role can be carried out at home from a physical point of view, e.g. whether sufficient workspace and a suitable work environment can be provided at home and that there is a decent internet connection.

2.1.9 whether colleagues' work flow will need to change to accommodate the role being carried out from home;

2.1.10 whether the main functions of the role can be carried out from home from a logistical point of view, particularly in relation to administrative support roles;

2.1.11 whether the prospective homeworker can take reasonable steps to ensure security of Company equipment in his or her home;

2.1.12 whether the prospective homeworker can guarantee confidentiality of information at home.

2.2 The Company may, at our discretion, make an agreement to homeworking arrangements conditional upon successful completion of a specified trial period.

2.3 Hours of work

Your contractual obligations, including your core working hours, continue to apply. Any changes would need to be agreed between you and the Company. The Company may liaise with the Agency and/or Client also, prior to agreeing to any change.

2.4 Workplace attendance by designated homeworkers

In some circumstances you will be required to attend, or work from, the workplace from time to time for the purposes of attending meetings or briefings at the Agency's and/or Client's request. In addition, you may be required, on reasonable notice being given to you by the Agency / Client, to work from the workplace during key points of a business cycle, to deputise for absent colleagues or in other relevant circumstances. Attendance at the workplace may be required at any time at the Company's discretion provided reasonable notice is given.

3 Equipment

The Company, Agency and/or Client may have already loaned you things you will need to do your job from home. This may for example include computers, monitors, chairs and printers.

3.1 You must take good care of anything that is loaned to you and you must return it when requested to do so.

3.2 You must not use the equipment that has been provided to you for personal or family use.

4 Health and Safety

At this current time we are unable to conduct any risk assessments in your home.

4.1 As owner/occupier of your home, you remain responsible for ensuring:

4.1.1 the safety of any visitors (where permitted) to the premises, as well as any other family members, particularly children; and

4.1.2 that the general fabric of the home and its fixtures and fittings, including in any area in which you work, are maintained in a safe and functional state for performance of work there; e.g. electrical sockets and other parts of a your domestic electric system are your responsibility.

4.1.3 At this time it will not be appropriate to hold client meetings, customer or work related meetings in your home, or to give out your personal details such as your address.

In addition we would recommend the following when you are working at home:

- Ensure you have adequate space to work comfortably and that your desk is clutter free;
- Ensure that there is enough space underneath your desk to stretch your legs;
- Ensure that there are no trailing electrical cables around your desk that need to be tied up;
- That you have a warm, well-lit and ventilated area to work;
- That you position any keyboard and mouse within easy reach and that you keep them clean;
- That you position your display screen so there is no glare from a window or light and that your screen is level with your eyes so as not to cause discomfort to your neck or head;
- That you keep everything you need within easy reach so that you are not twisting and straining your upper body;
- That you position yourself in your chair in an upright position with your feet flat on the floor and
- That you keep in touch regularly with your line supervisor whilst on assignment

5 Confidentiality

5.1 Our high standards must be adhered to at all times. In accordance with the Company's policies and procedures from time to time in force, you are responsible for maintaining the security and confidentiality of any business-related resources/equipment or information to which you have access. In particular:

5.1.1 you must take reasonable steps to restrict the access of family and friends to work equipment, materials, documents and other data in order to:

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

5.1.2 you must take reasonable care of work-related information and Company, Agency and/or Client property when travelling to or from home.

5.1.3 There will be an increase in phishing emails and scams around this time so be extra vigilant.

6 Monitoring and review

6.1 The temporary homeworking policy and the need for employees to work from home will be reviewed on a regular basis.

6.2 If homeworking has become unsuitable because of your conduct or performance we may decide to implement our Disciplinary policy, which could eventually lead to your employment being brought to an end.

6.3 In the event that the Company deems that the homeworking arrangement is not operating effectively, or if the Company deems that it is no longer necessary to continue homeworking, the Company will advise those working from home to revert to working at their normal place of work.

This policy does not form part of your contract of employment and can be varied, withdrawn or replaced by the Company at its absolute discretion.