Working from Home Agreement

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**The Working from Home Agreement:** This document must be approved and signed before commencing any working-from-home activities for [Name of Organisation].

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Your name (Employee): |  | | |
| 1. Home address at which you will be working: *(You can only "Work from Home" from this address)* |  | | |
| 1. What are the proposed hours of work? |  | | |
| 1. What are the proposed duties to be undertaken at home? |  | | |
| 1. *If applicable*, please attach your Work Plan which has been developed with your Manager. |  | | |
| 1. Have you completed the Work from Home Checklist? *You could use Business Victoria's* [*Working from home safety and wellbeing checklist (DOCX 27.41 KB)*](https://www.business.vic.gov.au/__data/assets/word_doc/0005/1825340/Working-from-Home-Safety-and-Wellbeing-Checklist.docx)*as a guide to perform your own home workspace checks.* | | Yes □ | No □ |
| 1. Do you give permission for the employer of their representative to attend your home for the purposes of undertaking a risk assessment? | | Yes □ | No □ |
| 1. Do you agree to notify your manager of any work-related accident, injury, illness or diseases which occurs at the home-based work site? | | Yes □ | No □ |
| 1. Do you agree that [Name of Organisation] is not responsible for any liability on the part of a third party at the home-based work site, unless the third party is present in connection to work-related duties? | | Yes □ | No □ |
| 1. Do you agree that any work at the home-based office, which is additional to normal time, may not accrue Time in Lieu (TIL) and must be approved in advance by the CEO? | | Yes □ | No □ |
| 1. Do you agree that, whilst the agreement may be cancelled by [Name of Organisation] at any time, it will inevitably expire twelve months from commencement, when a new agreement needs to be established for home-based work to continue? | | Yes □ | No □ |
| 1. Please provide the following in relation to your home-based office and work area: Floor plan (can be hand drawn or attach photos). Please show exits, lighting, windows, desk location. | *Upload 5 max files* | | |

**Agreement:** I note that the terms and conditions of my employment applying to my usual place of work also apply to the home-based site, and I agree to abide by the policies of [Name of Organisation] in performing work at home, to monitor and reduce any hazards, to report any variations to the above information, and advise the employer of any changes which might constitute a risk to Workplace, Health & Safety.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (Employee): |  | Date: |  |
| Signed (Manager): |  | Date: |  |
| Signed (CEO): |  | Date: |  |
| Agreement commences: |  | (date) |  |
| Agreement concludes: |  | (date) |  |

About this document

This document has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA), with the assistance of [Moores](https://www.moores.com.au/?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template), and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [Click here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

# Other Tools & Resources

Whether you need to know more about starting up a not-for-profit organisation or have just landed your first role as a board member, our tools and resources on the right will help you get your head around the basics. There are numerous Tools & Resources available on the ICDA website: <https://communitydirectors.com.au/tools-resources/home>.

# Make a deposit

If you have some great policies, checklists or tools that your organisation thinks would be of use to other groups, email them to [service@ourcommunity.com.au](mailto:service@ourcommunity.com.au). We'll review them, amend them so that they're applicable to the greatest number of not-for-profits possible, push them into our format, and load them up.

# Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior staff who support them.

ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 p.a.

[Join up now](https://www.communitydirectors.com.au/icda/subscribe/?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) to realise the benefits of membership:

1. **Receive ‘responsible person’ status** –ICDA members are recognised by the ATO under ‘responsible person’ rules
2. **Recognition –** three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members
3. **Capacity building publications –** current trends, issues and emerging areas of risk via member-only newsletters governance help sheets
4. **Policy alerts –** receive notificationwhen changes are made to governance, human resources, financial management, values and communications policies you’ve downloaded through the Policy Bank
5. **Preferential member pricing –** members receive discounts for the Festival of Community Directors events and online Compact Courses
6. **Alumni events –** access to deep connections and a vibrant network of believers and doers. There’s an online forum, as well as regular invitations to events like Communities in Control Conference
7. **Access to forums, networks, information and opportunities –** boost your confidence (and competence) and open career doors
8. **Budget-friendly –** for as little as $65 a year you get all the benefits outlined above and so much more.

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#### Moores – Legal advice at a pre-agreed price

#### Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Our Community’s preferred legal supplier [Moores](https://www.moores.com.au/?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template).

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