

TRANSPORTATION YOU CAN RELY ON

P36 – Home/Flexible Working Policy

01.08.2025



P-36 Home/Flexible Working Policy

It is the policy of the company to offer flexible working options including regular or occasional home working to assist our workers and to improve our environmental performance and overall efficiency.

This policy provides an overview of the principles and guidance for home working and individual agreements and terms may also be provided to workers who wish to work from home.

Not all workers will be eligible for home working and there is no automatic right to work from home.

It is a requirement that all workers who wish to work from home have a suitable working environment and equipment available to allow them to complete their duties as effectively as would be possible on the company premises.

Workers must ensure they have made adequate arrangements for avoidance of distractions while working from home including suitable care arrangements for any dependents in the home.

Prior to any home working an assessment must be completed including completion of risk assessments and checklists to assess whether home working can be considered without any impact on performance, information security or health and safety.

The following must be in place for home working;

- **IT equipment** - any equipment to be used must be checked and approved prior to connecting to any company systems.
- **Communications** - adequate communications facilities must be in place to allow workers to communicate with the company.
- **Facilities** - adequate space and office facilities and equipment to ensure home working can be completed efficiently and safely.
- Risks assessments to be completed and remote access only permitted once adequate controls are in place to mitigate any risks identified.
- A list of remote access authorisations will be maintained and reviewed.
- If remote access is no longer required any equipment issued should be returned and access accounts closed.



- **Physical Security** - all company procedures relating to physical security in the workplace must also be followed when working from home:
 - Clear Desk / Clear Screen.
 - Secure Passwords.
 - Information Transfer Security.
 - Safe working procedures including VDU assessments;
- **Insurance** - home workers may be required to demonstrate they have adequate insurance in place and checks to be made to ensure any equipment provided is fully insured.
- **Permission** - all home workers are required to also ensure they are permitted to work from home by their landlord if rented accommodation or mortgagee if applicable.

Any changes to the home working environment that could affect ability to work from home without distraction must be reported and further review may be required.

Information Security

Working from home is covered by the same policies and procedure relating to information security and home workers are required to ensure any information assets stored or accessed from home are always protected.

Any equipment requirements for ensuring security of information assets should be made to line manager.

Flexible Working

All employees have a right to submit a request for flexible working arrangements.

The employee must:

- Have 26 weeks employment at the application date.
- Not have made a previous application during the last 12 months.
- Not be an agency worker.

Employees may only request flexible working in relation to the:

- Total working hours
- Times of work
- The place of work



Employees request for flexible working must:

- be made in writing and be dated.
- give details of the required flexibility and when it should start.
- explain how the changes might affect the business and how this could be dealt with
- say when a previous application was submitted.

Within 28 days of receipt of the request the company will arrange a meeting to carefully consider the matter.

The employee is entitled to be accompanied by a companion or trade union representative from the workplace.

The company will notify the employee of the decision, in writing, within 14 days of the meeting.

The employee will have the right to appeal, in writing, within 14 days of the decision notification.

The company has the right to refuse requests on the grounds of:

- The employee has not followed the correct procedure or is not eligible to make an application.
- Burden of additional cost
- Detrimental effect on ability to meet customer demands.
- Inability to re-organise work amongst existing staff.
- Inability to recruit additional staff.
- Detrimental impact on quality or performance
- Insufficient work during the periods the employee requests to work.
- Or planned structural changes.

Employees will be notified of any agreed changes becoming a permanent part of their conditions of employment.



Approved by:

Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2025