



ARCHDIOCESE OF BRISBANE

WORKING FROM HOME DURING COVID-19 PANDEMIC - POLICY

1. PURPOSE

This policy informs employees regarding the arrangement for working from home (WFH) during the COVID-19 pandemic.

2. SCOPE

This policy applies to all employees within Shared Services, Archdiocese of Brisbane (**Archdiocese**), excluding Brisbane Catholic Education.

3. POLICY STATEMENT

Overview

- 3.1. The policy applies to all employees. However, it must be considered on a case-by-case basis by the employee's Supervisor and be subsequently approved by a Director (or Executive Director in certain cases) in the Agency.
- 3.2. In certain circumstances, Directors or Executive Directors of teams within Agencies may direct employees to work from home.
- 3.3. The length of the pandemic and the expected workload of the employee will govern the working from home arrangements. Major changes in workloads during the pandemic will be monitored and discussed on an individual basis. If the workload of employees does not warrant full-time work, then other options will become available and may be implemented.
- 3.4. Working from home arrangements for employees may be appropriate for defined or regular periods of time, or on an ad hoc or one-off basis.
- 3.5. The opportunity to work from home is not an entitlement and may only occur by formal agreement between the Archdiocese and the individual employee.

Employees the policy covers

- 3.6. The policy applies to all employees, taking into consideration the general nature and requirements of the employee's work duties and the employee's ability to work autonomously. Not all positions will be suitable for the independent nature of a working from home arrangement.

Objectives

- 3.7. A WFH arrangement is a formal arrangement, with the working arrangements clearly documented. The Supervisor is responsible for ensuring that the

requirements under these guidelines have been satisfied prior to approving an application for a WFH arrangement.

- 3.8. All of the working conditions at the home based worksite need to be negotiated and thoroughly documented. Careful planning and consultation is needed to maximise the benefits to the Archdiocese and the employee.
- 3.9. The WFH agreement will outline the duties of the employee whilst undertaking home based work, the mechanisms for monitoring output, as well as the supervision arrangements, prior to the WFH agreement being implemented.

Work Health and Safety Requirements

3.10. In accordance with the *Work Health and Safety Act 2011* (Qld) and the Work Health and Safety Policy of the Archdiocese it is important that:

- the home based work site be a safe area to work within;
- systems of work undertaken in the home based work site are safe;
- employees working from home are provided with appropriate training to enable them to perform their work safely; and
- all incidents are investigated and hazards are adequately controlled.

Employee responsibilities

3.11. Employees who are working from home should:

- adhere to all policies and procedures;
- maintain accurate and up to date records of hours worked at home within normal span of hours;
- by agreement, provide authorised employees (or other approved parties) with access to the home based worksite where necessary for matters such as WHS inspections, and retrieval of any supplied equipment; and,
- take reasonable precautions necessary to secure any equipment of the Archdiocese.

Communication

3.12. The employee agrees to be contactable and available for communication with employees and other stakeholders of the Archdiocese to perform their duties during the periods in which home-based work is authorised.

3.13. The usual methods of communication should be detailed in the WFH agreement.

Insurance

3.14. The employee indemnifies the Archdiocese against all loss or damage to the employee's property and all claims by third parties in respect of property damage except to the extent caused by the negligent act, error or omission of the Archdiocese.

Services

3.15. Some services may not be available or supportable when used from the employee's Home Based Worksite. The employee accepts this situation and agrees not to impose any overheads for additional services.

Costs

3.16. A working from home arrangement must be cost neutral to the Archdiocese, unless there is an agreement otherwise.

Termination of Agreement

3.17. Either party may terminate the agreement by providing two weeks written notice.

4. POLICY OWNER AND POLICY MANAGER

The Policy Owner of this policy is the Vicar General, Archdiocese of Brisbane.

The Policy Manager of this policy is the Executive Director, Archdiocesan Services.

5. RELATED DOCUMENTS

Name	Document type	Document number
Working from home (WFH) during COVID-19 pandemic Procedure	Procedure	SS PCPL02 PR01
Work Health and Safety Working from home or off-site checklist	Checklist	N/A
Working from home schedule agreement	Form	SS PCPL02 FR01

6. RELATED CANON LAW, LEGISLATION, STANDARDS, REFERENCES

Insert either Canon Law/Legislation/Standards/References	Pinpoint reference
<i>Work Health and Safety Act 2011</i> (Qld)	Various

7. COMPLIANCE AND MONITORING

7.1. The Policy Owner has strategic responsibility for monitoring compliance with approved policy documents.

7.2. Non-compliance with this policy:

7.2.1. in the first instance should be brought to the attention of the employee's/worker's Manager for discussion and remedial action;

7.2.2. which continue should be reported to the Executive Director of the stated Agency and the Vicar General;

7.2.3. of a serious nature must be reported to the Vicar General.

7.3. Non-compliance with this policy may lead to disciplinary action and/or termination of employment.

7.4. Organisational policy documents are developed by the Archdiocese of Brisbane to assist in the effective management of its business. Such policy documents are not intended to be legally binding on the organisation. They are not incorporated in contracts of employment. The Archdiocese of Brisbane may modify, replace or

withdraw any of its policy documents at any time and it reserves the right to depart from them in individual cases.

8. IMPLEMENTATION

8.1. The Policy Coordinator will publish the policy on the Archdiocesan Intranet.

9. COMMUNICATION

9.1. Executive Directors and managers are responsible for ensuring that the appropriate communication to employees occurs.

9.2. All employees are responsible for understanding and complying with this policy.

10. REVIEW DATE

10.1. The next review date for this policy is not applicable.

11. VERSION CONTROL AND APPROVAL HISTORY

Version control

Version	Author	Date reviewed
1	Hilton Hurst, Human Resources Manager, People and Culture, Archdiocesan Services	27 March 2020

Approval history

Version	Approver	Date approved
1	Peter Selwood, Executive Director, Centacare Andrew Musial, Executive Director, Archdiocesan Services	8 April 2020

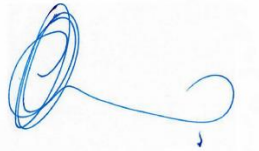
12. DEFINITIONS

AGENCIES	The Agencies of the Archdiocese of Brisbane are as follows: <ul style="list-style-type: none">• Archdiocesan Development Fund• Archdiocese of Brisbane• Brisbane Catholic Education• Centacare• Episcopal and Corporate• Evangelisation Brisbane
EMPLOYEE	A person employed by one of the agencies of the Archdiocese (excluding BCE) who has an ongoing, fixed term or casual employment contract.

EXECUTIVE DIRECTOR	Unless otherwise stated, refers to the Executive Director, of the stated Agency.
HOME BASED WORK	Performance of work for agreed hours from the home based site.
HOME BASED WORKSITE	An agreed area in the employee's private dwelling.
HOURS OF WORK	Ordinary hours to be worked by an employee, as detailed in their contract of appointment.
MOBILITY	The ability of the employee to access a selected range of online services from a variety of supported platforms and devices, which are generally accessible from many locations using standard network technologies.
OFFICE BASED SITE	The location where the employee would ordinarily work if there were no home based work arrangements.
POLICY COORDINATOR	Refers to the Governance, Risk and Compliance Officer or person appointed by the Executive Director, Legal, Governance and Risk, Archdiocese of Brisbane at the time.
POLICY MANAGER	Depending on the document, refers to either: <ul style="list-style-type: none"> • Executive Director of the stated Agency, Archdiocese of Brisbane; or • Delegate of the Executive Director of stated Agency, such as a director or business unit manager.
POLICY OWNER	Depending on the document, refers to either: <ul style="list-style-type: none"> • Vicar General, Archdiocese of Brisbane; or • Archbishop, Archdiocese of Brisbane.
RELATED DOCUMENTS	Documents that are related to this document and assist with its implementation.
SHARED SERVICES POLICIES, PROCEDURES AND GUIDELINES	Unless otherwise stated, refers to policies, procedures and guidelines which apply across all Agencies of the Archdiocese of Brisbane (excluding BCE) and are approved by the Vicar General. Collectively all documents are referred to as 'policy documents'. It does not refer to policy documents that originate in one Agency.
SUPERVISOR	The person who is responsible for the day-to-day supervision of the employee.
VICAR GENERAL	The Vicar General is appointed by the Archbishop to assist him in the governance of the entire Archdiocese of Brisbane. The Vicar General oversees the work of the various Agencies.
WORKING FROM HOME (WFH) ARRANGEMENT	An approved arrangement for an employee to carry out defined duties from their home based worksite during the agreed period.

APPROVED BY:

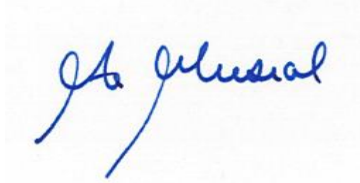
SIGNED:



PETER SELWOOD
EXECUTIVE DIRECTOR
CENTACARE

DATE: 8 APRIL 2020

SIGNED:



ANDREW MUSIAL
EXECUTIVE DIRECTOR
CENTACARE

DATE: 8 APRIL 2020