



# WORKING FROM HOME POLICY

POL-ADM-05



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## Table of Contents

BACKGROUND	2
POLICY	2
RESPONSIBILITIES	2
Employee and contractor responsibilities	2
Keane manager responsibilities	3
INDEMNITY	4
INSURANCE	4
CONFIDENTIALITY	4
RELATED DOCUMENTS	4
DOCUMENT OWNER/APPROVER	4
AMENDMENT RECORD	5



## POL-ADM-05 Working from home policy

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### BACKGROUND

Keane Consulting (Keane) is committed to providing working arrangements for its employees and contractors which:

- are lithe – our environmental footprint is limited as we do not operate from a physical office.
- are agile – we can create, develop and maintain relationships through responsiveness and personal interaction.
- are flexible – meeting and including the diverse working and living arrangements of our employees.

To that extent, working “remotely” includes working from home and/or “alternate places of work” such as temporary locations (cafés, clubs, etc.)

Contractors will only be permitted to work at home and/or “alternative place of work” with the express permission of their manager and in line with the client’s policies and procedures.

### POLICY

Keane will provide its employees and contractors a framework by which to work healthily and safely from home and/or alternate places of work. The framework will be published in the Keane Quality Management System (QMS) and made available to contractors and updates communicated to employees and contractors in a timely manner. The framework includes, but it not limited to, the documents identified at “related documents” below.

In addition to this policy, contractors must also refer to the client’s policies and procedures for working at home.

### RESPONSIBILITIES

This policy applies to all employees and contractors using their home, or an alternate place of work, to perform their work as part of their employment terms and conditions with Keane.

Employee and contractor responsibilities

Employees and contractors must adhere to all the policies, procedures, templates, work instructions as published in the Keane Quality Management System (QMS) and available to contractors including, but not limited to:

- be contactable within the standard hours of work as agreed with the Keane Directors and their direct manager.
- ensure fitness for work requirements are met.
  - If employees are unwell or unable to work due to other reasons, then leave entitlements are to be accessed.



## POL-ADM-05 Working from home policy

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- If contractors are unwell or unable to work due to other reasons, then follow client procedures for notification and timesheet completion
- ensure home worksite complies with health and safety requirements at all times by:
  - taking all necessary steps to eliminate or minimise hazards and risks to the employee's and contractor's safety.
  - taking all reasonable steps to safeguard their own health and safety and that of other others in their home.
  - familiarising themselves, and comply, with Keane and the client's health and safety rules.
  - cooperate with Keane and the client if Keane or the client requests action to be taken in order to comply with the relevant work health and safety Acts and standards.
    - e.g. by agreement, provide authorised Keane employees, or other approved parties, with access, where necessary, for matters such as WH&S inspections and/or remediation.
  - report any work-related hazard, near miss or incident arising out of the home-based work as per the Keane hazard and incident reporting procedure.
  - ensure the workstation at home is confined to a specific and appropriate area which allows tasks to be performed and carried out in a safe environment free of hazards and risks to safety.
- take reasonable precautions necessary to secure the client's and/or Keane provided equipment.
- For employees:
  - return Keane supplied equipment when requested.
- For contractors:
  - return client supplier equipment when requested.
- perform their role to the expectations as described in their relevant duty statement and performance review(s).

### Keane manager responsibilities

#### Keane employee managers must:

- ensure the employee is working in accordance with, and adhering to, Keane policies and procedures.
- monitor and review working from home arrangements on a regular basis.



## POL-ADM-05 Working from home policy

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- schedule regular meetings to communicate with employees/co workers.
- where practicable, provide equipment and tools required to perform the tasks required (does not include workstation furniture, additional services or costs).
- accurately document the ownership and usage arrangements of the equipment and assets.

### INDEMNITY

Keane employees and contractors indemnify Keane against all loss or damage to the employee's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of Keane.

### INSURANCE

Employees and contractors personal property (including home and contents and vehicles) is the responsibility and obligation of the employee or contractor. Employees and contractors must hold adequate insurance to protect any assets provided to them.

Employees and contractors are covered by Keane insurance whilst in the act of performing work for and on behalf of Keane. This includes eligible injury, illness and/or travel as legally covered by workers compensation insurance.

### CONFIDENTIALITY

Employees and contractors are expected to maintain their obligations of confidentiality while working from home. Employees and contractors must protect intellectual property, confidentiality of client and/or Keane files at all times, both whilst at home, travelling between home and alternate places of work, and at alternate places of work.

### RELATED DOCUMENTS

- POL-HRM-03 Workplace health & safety policy
- PRO-ADM-05-01 Working from home procedure
- TMP-ADM-03-01 Hazard list, risk and training assessment form
- TMP-ADM-05-01 Working from home self-assessment form
- PRO-PQM-01-02 Keane Issues Management Register

### DOCUMENT OWNER/APPROVER

The Keane Chief Executive officer (CEO) is the owner of, and approver of changes to, this procedure. Keane employees and contractors may provide comments or request a change of this procedure through consultation with the CEO. All comments and change requests will be considered by the owner of this procedure at least on an annual basis.



## POL-ADM-05 Working from home policy

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This procedure was last reviewed on 18 June 2024 and endorsed by the CEO for publication on 11 July 2024.

### AMENDMENT RECORD

Version	Date	Comment	Modifier
0.1	06/04/20	Drafted	SW
1.0	07/04/20	Endorsed and published	SW
1.0a	16/02/23	Reviewed – no changes	SO
1.1	22/02/23	Endorsed and published	SW
1.1a	18/06/24	Reviewed	SO
1.2	11/07/24	Endorsed and published	SW

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