

**Health and Safety – Flexible Working Guidelines**

Workers in New Zealand are increasingly seeking flexibility in their working arrangements not only in respect of their days and hours of work, but also in the ability to work remotely. Most frequently, this will mean having the ability to work from home.

Younity supports and encourages flexible working practices including remote working from home for all workers where it is reasonably practicable.

**All workers must always comply with Younity Health and Safety policies and procedures, regardless of work location.**

**Making the arrangements to work from home (or other remote location):**

**Younity Contractors working on a client site:**

All contractor workers are required to gain permission from their client line manager to work from home (or other remote location) as per relevant client procedures and protocols and to follow any WFH guidelines that the organisation they’re contracting at has in place.

**Worker’s responsibilities:**

When working remotely, any Younity worker should ensure that they:

* Comply with the guidelines contained in this document as well as all Younity’s (and if applicable, Younity’s client) policies and procedures.
* Only work from a location that is safe and suitable for working remotely.
* Comply with all Younity’s (and if applicable, Younity’s client) health and safety requirements, policies and procedures.
* Do not work during annual leave or sick leave specified on a medical certificate.
* Do not hold meetings with customers, clients, candidates or other employees at their home or other specified remote work location.
* Make necessary childcare arrangements and don’t treat working from home as a substitute for childcare.
* Take reasonable steps to keep the Younity’s (and if applicable, Younity’s client’s) technology, equipment and information safe, secure and in good working order.

**Conditions of Remote Working:**

The following conditions are to be agreed by the worker should their request to work from home or other remote working location:

* The worker agrees to ensure their home workspace or other remote location workspace is arranged so that it is comfortable and ergonomically sound;
* The worker agrees to take regular breaks;
* The worker agrees to ensure the workspace is kept clear and free from obstacles or tripping hazards, is well lit, well ventilated and is at an appropriate temperature;
* The worker agrees to take all reasonably practicable steps to ensure all work-related information, devices and data are kept safe and secure;
* The employee agrees to keep in regular communication with their managers (including client managers if applicable) and proactively discuss any problems or issues that arise from working from home;
* If a risk of harm to the employee’s physical and/or mental health and safety arises, the worker agrees to consult with Younity (and Younity’s client if applicable) about ways this harm can be eliminated or minimised.

**Maintaining health and safety standards**

As with Younity office location workstations, reviews of remote workstations could be undertaken by Younity management to ensure they remain fit for purpose.

Younity workers may be required to provide photos of their remote location workstation and provide evidence of reasonably practicable steps taken to minimise hazards on demand. If required, Younity may ask for the employee’s remote workspace to be checked by an occupational therapist.

Younity reserve the right to rescind the workers’ rights to work from the remote location if management is not satisfied that any of the remote working conditions listed above are not being met by the worker.

Both Younity and the worker in accordance with the duty of good faith should be in frequent communication about the remote working arrangement, including communicating with each other about any issues or concerns arising from working remotely. For Younity contractors, this will also include consultation with client line managers (if applicable).

If any serious issues do arise, then the all parties should consult with each other about how these risks can be reasonably eliminated or minimised. Depending on the circumstances this could be anything from making some small adjustments to improve the working environment, changing (with agreement) the number of days or hours the employee spends working from home, or in the most serious of cases, proposing that the employer return to working from the office in a full-time capacity.

**Incident Reporting - Worker working remotely**

The health, safety and wellbeing of Younity workers is very important. Where incidents, injury or illness arises from a remote working location, Younity will investigate to ascertain causation to minimise the risk that a similar situation doesn’t occur in the future.

1. Younity requires all Workers to notify their Manager of such a situation as soon as reasonably practicable and record this in the incident register.
2. Younity requires all Workers to take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by management or a WorkSafe NZ inspector.
3. Younity will adopt a no blame culture to investigate and communicate findings to Workers to prevent similar.
4. Where this incident, injury or illness falls under the definitions of notifiable to WorkSafe NZ, Younity will notify in accordance with legislation.