

# Remote Working from Home

This policy supersedes all previous versions and is valid until further notice.

## Purpose

The purpose of this guideline is to outline LINZ remote working from home arrangements. Where staff are required to work from home due to a pandemic specific allowances will be made to ensure your working from home set up is as practical and functional as possible.

## Who this applies to

These guidelines apply to all of the people we employ and at all levels of our organisation.

## Manaaki tangata

LINZ is committed to ensuring we have a diverse and inclusive organisation and that we are an employer of choice. Manaaki Tangata is the framework (business rule) we have developed to ensure that our people policies are developed with this firmly in mind.

The relevant concepts of Manaaki Tangata that are reflected in this policy are set out in the following table:

| Concept      | Description  |
|--------------|--|
| Manaakitanga | Demonstrating respect, generosity and care for our people in ways that enhance their overall wellbeing |

## 1 Working from home

### 1.1 Delivering to our customers and stakeholders

You will need to be accessible to customers and LINZ staff during your standard hours as you would if you were working from a LINZ office

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Policy Owner: Policy Owner;Gm Human Resources

Any face-to-face meetings required for you work, must take place at a designated LINZ office, however in the case of office closure due to a pandemic the use of business tools (ie Skype) to attend meetings will become the main method of contact.

## 1.2 Communication

If you are sick, please contact your Leader. Leave applications will be considered in the usual manner under the provisions of a person's employment agreement and LINZ policies. As per the Pandemic and Leave policy if you are working from home during a pandemic ensure you stay in communication with your Leader if you become unwell.

## 1.3 Equipment

Either;

- You will be using your own computer at home and it is your responsibility to ensure the necessary technical support is provided to ensure your own productivity
- or
- You have been issued with a LINZ computer to provide you with remote access to the LINZ network while you work from home.

## 1.4 Safety and Wellbeing

You are expected to take all reasonably practicable steps to ensure your health, safety and wellbeing while at work, and that no action or inaction while working causes any harm to others. It is expected that you will maintain a safe workstation setup and notify your Leader of any potential hazards.

You must complete a working from home self-assessment to ensure that your remote workstation meets health and safety standards. In the event of a pandemic that requires staff to work from home who wouldn't usually, the self-assessment guidelines provide useful tips and tools to help set you up effectively so that you can work in what might be less than ideal situations.

## 1.5 Environment

Wherever possible, you must ensure that the lighting, noise and air quality is suitable and supports a productive working environment.

## 1.6 Emergencies

As a matter of general principle, ensure you have first aid supplies readily available as well as working smoke detectors present.

## 1.7 Workstation layout

The self-assessment provides a checklist you can complete to ensure your workstation layout at home provides you with a comfortable and safe working posture. This form needs to be completed and returned to your Leader.

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Policy Owner: Policy Owner

It is important that you take regular breaks, micropauses and stand up and stretch throughout your working day to support your comfort whilst working.

## 1.8 Security, Privacy, Access

You will use the secure LinZone filing system to work on and store any documentation.

Storage spaces are secured and enable safe and easy access.

Suitable arrangements have been made for storage of documents and information, and transport and disposal of confidential LINZ documents.

## 1.9 Application of Policies

While working remotely, you are expected to act in accordance with all LINZ policies, the Acceptable Use Standards and the LINZ Code of Conduct.

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