

WORKING FROM HOME POLICY

POLICY STATEMENT

Brisbane School of Theology recognises that on occasions it may be more productive and practical to permit its employees to work from home. Circumstances or reasons may include: accommodating the needs of part-time employees who work two or more jobs, or the need for uninterrupted time to work on a project, or during circumstances or events that make the current workplace inaccessible.

We recognise that public policy encourages companies to maximise the use of developing digital technology in the interests of increased productivity and good corporate citizenship.

WORKING ENVIRONMENT

The **Work Health and Safety Act 2011** assigns the primary duty of care in the workplace to the person '**conducting a business or undertaking**' (the Board). The discharge of this duty acts on the following State Government guidance.

The Queensland Department of Justice and Attorney-General advises:

Before entering into a telecommuting or work-from-home arrangement, employers should take reasonable steps to ensure a worker's work area at home meets workplace health and safety requirements. An assessment of the work area should be carried out before the worker starts regular work-from-home arrangements...Workers also have a duty of care or obligation in relation to their own workplace health and safety, which also applies when they are working for their employer in their own home. [Workplace Health and Safety](#)

There is a growing body of legal decision-making that takes a broad view of what it means to be 'at work'. We regard BST employees who are conducting the company's business at home to be 'at work'.

APPROVAL OF ARRANGEMENTS

Employees must seek the approval of the Principal or Operations Manager, for such work during office hours, so that office attendance responsibilities to the College are maintained.

SELF-ASSESSMENT OF THE WORK ENVIRONMENT

Both BST and the employee share an overlapping duty of care. We require employee work from home to discharge their duty of care for themselves by completing a **Telework Home workstation self-assessment Checklist**. The template may be found here. [Telework](#)

PROTECTION OF COLLEGE INFORMATION

COMPUTER

Windows and Mac computers must run a current supported operating system (i.e. one where security patches are maintained and available), and must

- be configured to require non-trivial login credentials,
- be configured to apply a screensaver demanding login credentials,
- be kept up to date with operating system patches,
- have approved firewall software installed and kept up to date,
- have office applications kept up to date with security patches.

Windows computers must also have:

- approved anti-virus software installed and kept up to date, and
- anti-ransomware settings applied where practical.

DATA STORAGE AND SECURITY

Master copies of all sensitive financial, administrative, student or personal information ('*sensitive data*') are to be kept on College servers.

Sensitive data kept on a user's computer must be password protected and preferably kept in encrypted form.

User backups of BST materials kept at home:

- must be located physically separate from the user's computer, and,
- if they contain sensitive data, must be encrypted or kept under additional physical security.

REMOTE ACCESS TO BST INTRANET

Remote access to the BST intranet must use approved VPN software and credentials.

RELATED POLICIES

Work Health & Safety and Ergonomics Polices.

Policy Area: Human Resource	This Policy was approved by _____	Approved: May 2015
Version: 1.0	Richard Gibson Principal	Next Review: May 2017

WORKING FROM HOME AGREEMENT

INTRODUCTION

Brisbane School of Theology enters into this agreement with employee: NN.

The employee is authorised to work from home:

The Queensland address at which work will be conducted is as follows:

CONTACTS

While working from home the employee may be contacted at the following

Email address

Telephone Number

WORKING ENVIRONMENT

The employee agrees to complete, sign and submit to the College a completed **Telework Home workstation self-assessment Checklist** for the work environment and workstation used at the above address.

SELF-CARE

The employee agrees to notify the College Principal if any aspect of the working from home arrangement is likely to, or does, cause harm to their physical and or psychological well-being.

CONFIDENTIALITY

The employee agrees to protect the company's business and records from unauthorised access.

Signed: Employee / Date

Signed: College Principal / Date

Attachment to this agreement: A completed: **Telework Home workstation self-assessment Checklist**

Completed Checklist and Agreement to be filed in the employee's personnel file.

