

### **Purpose**

The purpose of the policy is to establish consistent, reasonable and accountable standards for employees and their reporting manager to work within when implementing an arrangement for an employee to work from home.

### **Overview**

An application to work from home is considered on a case by case basis by the direct manager, for subsequent consideration and approval by the CEO. The opportunity to work from home is not an entitlement and can only occur by formal agreement between HydroChem and the employee.

It is intended to enable an employee to complete specific project/s or tasks from home in a manner that is as efficient or effective as if that same project or task was completed in their usual work environment. These arrangements are to be agreed and signed as a formal change to an employee's contract of employment.

The use of working from home arrangements in unscheduled situations is only with CEO approval.

### **Requirements**

In accordance with Work Health and Safety, it is important that the home based work site is a safe area to work and that staff are provided with appropriate training to enable them to perform their work safely.

#### Participating Staff:

- Compensation, benefits, work status and responsibilities remain unchanged;
- The total hours worked each week is to remain unchanged;
- Maintain adherence to all HydroChem policies and procedures;
- Provide accurate records of hours work;
- Take reasonable precautions to secure the company's equipment and computer network security.

#### Supervising staff must:

- Monitor the arrangements to ensure that agreed work outcomes are consistently being delivered;
- Review and sign off the record of hours worked;
- Document the ownership and usage arrangements of company equipment and assets provided to assist the employee to perform their duties.

A working from home arrangement is to be cost neutral to HydroChem.

### **Ending Work from Home Arrangements**

Either party may end the agreement to work from home by giving the other party 4 weeks' notice, in writing (for arrangements of more than six months duration), or 2 weeks' notice (for arrangements of less than six months duration).



**Nicholas Duncan**  
CEO