

Home Working Policy

Our approach

Where the role allows, home working can be a positive option — for you and for the business. This policy sets out the expectations and arrangements for colleagues who work from home, whether regularly or occasionally.

Eligibility

Not every role is suitable for home working. Whether it is possible depends on the nature of your work, your team's needs, and operational requirements. Your manager and the People Team can discuss this with you.

Home working may be agreed as part of a flexible working arrangement, as a temporary measure, or as a reasonable adjustment.

Your workspace

If you work from home, you need a suitable workspace. This means somewhere you can work safely, with adequate lighting, a comfortable setup, and enough space. We will provide guidance and, where appropriate, equipment to help.

Display screen equipment (DSE)

If you use a screen regularly at home, you will need to complete a DSE self-assessment. This helps us identify any risks and make sure your setup is safe and comfortable. The People Team can provide the assessment form.

Health and safety

Your health and safety is just as important at home as it is on site. You are responsible for keeping your workspace safe and reporting any hazards. We may ask to carry out a risk assessment of your home workspace.

Data security

When working from home, you must follow the same data protection and confidentiality standards as you would on site. Keep work documents and screens secure, use strong passwords, and do not let family members use work equipment.

Working hours and availability

Your working hours at home should match your agreed hours. Let your manager know your

availability and how you can be contacted. If you need to adjust your hours temporarily, discuss it with your manager.

Insurance

Check that your home insurance covers you for working from home. Most standard policies do, but it is worth confirming. Let us know if you have any issues.

Questions

If you have questions about home working, contact peopleteam@milbank.co.uk.

milbankgroup.co.uk

Version	Date	Author	Changes
V1	Aug 2024	A Rochelle	Creation
V2	[date]	A Rochelle	Tone rewrite — person-centred. No substantive changes.