



## Working from Home Policy

### Purpose

QRS recognises the importance of flexible work arrangements for various reasons, including employee well-being and productivity. This policy outlines the guidelines and procedures for considering work-from-home arrangements. It is important to note that the opportunity to work from home is not an entitlement or a right.

### Scope

This policy applies to all employees of QRS, regardless of whether the work-from-home arrangement is on a regular or ad-hoc basis. While all employees are eligible to request such arrangements, approval will depend on individual circumstances and operational needs.

### Guidelines

#### 1. Application of QRS Company Policies

Employees permitted to work from home must adhere to all QRS company policies to the best of their ability. This includes, but is not limited to, policies on conduct, confidentiality, data security, and health and safety.

#### 2. Insurance Arrangements

Employees are responsible for checking whether working from home impacts any existing insurance arrangements, including public liability and equipment coverage under their home contents insurance. They must also inform their insurer of any obligations regarding the use of their home for work purposes.

#### 3. Access Arrangements

QRS may require access to an employee's home-based workstation for purposes such as:

- **Compliance Checks:** To ensure adherence to health, safety, and equipment standards.
- **Equipment Maintenance:** For servicing or inspecting QRS company property used at home.

QRS will seek the employee's consent before accessing their home-based workstation, and such consent must not be unreasonably withheld.

### Procedures for Applying

1. **Negotiation:** Working from home arrangements must be negotiated between the employee and QRS, unless the Company directs the employee to work from home for health and safety or other lawful reasons.
2. **Request Submission:** If the employee initiates the request, it must be submitted in writing with adequate supporting documentation. Failure to provide this information may delay the decision-making process.
3. **Outcome Documentation:** The outcome of any agreement should be drafted as an amendment to the employee's employment terms.
4. **Consideration Timeline:** The Company will aim to consider requests and provide approval or denial within 10 working days, unless there are valid reasons for a delay.
5. **Managerial Approval:** Any arrangement needs the employee's managers approval and then

sign off by the CEO prior to commencement.

6. **Right to Cancel:** The Company reserves the right to cancel or vary the terms of the arrangement with one week's notice, or as circumstances require.


### **Considerations for Working from Home Request**

The Company will assess the following factors when considering a work-from-home request:

1. Health and Safety
2. Suitability of the Work Environment/Workstation
3. Contingency Issues
4. Relevant Award Terms
5. Regular Communication Expectations
6. Emergency Procedures
7. IT and Security Requirements
8. Confidentiality
9. Monitoring Productivity/Performance Expectations
10. Other Relevant Factors

### **Further Assistance**

Employees requiring assistance in understanding this policy should consult their supervisor, manager, or the People and Capabilities Manager.



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