

**BOUCHER INSTITUTE
WORK FROM HOME POLICY/GUIDELINE**

Policy Title: WORK FROM HOME

Date of Initial Board Approval:

Date of Last Approved Revision: July 16, 2020

**Person(s) Responsible for Implementation & Adherence: Managers, Supervisors,
Department heads**

**Related Procedures/Documents: Boucher Institute Incident Form, Work From Home
Agreement**

The Boucher Institute is committed to ensuring staff who have their Supervisor's permission to work from home in a safe and healthy manner. Working from home is an extension of the workplace, and the Workers Compensation Act and Occupational Health and Safety Regulations still apply.

While some jobs and positions will be suitable for a temporary work from home arrangement, not every job or position will be.

Types of Arrangements:

1. Temporary work from home arrangements will be approved on a case-by-case basis as outlined.
2. Permanent work from home arrangements where on-going work from home is routinely scheduled.

Work from home arrangements do not change the terms and conditions of employment for the employee. For purposes of certainty, all existing terms and conditions of employment as set out in the appropriate Employment Agreement or Handbook will continue to apply.

Compensation will be limited to the approved working remotely hours only and will be limited to the designated remote workspace.

Boucher Institute does not supply computers/phones or other equipment for home offices.

Approval of Temporary Work from Home Arrangements

Approval of a temporary work from home arrangement is at the sole discretion of the applicable Supervisor approved on a case-by-case basis.

Roles and Responsibility:

Boucher Institute of Naturopathic Medicine (BINM): As an employer, we must ensure the health and safety of our employees when they work from home. With consideration and planning,

working from home can be positive and safe for both employees and employers. Note BINM is not responsible for any non-work related injuries that may occur at home.

Supervisor:

- Ensure staff are aware and provided with instructions on health and safety while working from home.
- Respond to concerns and to seek further advice from Leadership and or HR Manager as needed.
- Ensure you and your employee are clear as to the employee's work duties and responsibilities while working remotely. Make a note of the hours you expect the employee to work during this arrangement.
- Daily check in to ensure the employee is safe needs to be established. This check in can simply be a response to an email or a quick phone call.
- Establish a method for your staff to contact you in the event of an emergency

Employee:

- Employees approved for a temporary work from home arrangement are responsible for maintaining a suitable and secure off-site workspace at their own expense.
- Employees will be responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed from the off-site location, including but not limited to electronic files saved on home computers. All work must be stored on the Boucher Google Drive.
- Employees are advised to have an effective antivirus program installed on their home computers.
- The off-site workspace will be considered an extension of the Institute's workplace and therefore will be subject to and governed by applicable Workers' Compensation legislation and WorkSafe B.C.
- Employees will be expected to comply with normal reporting requirements for any work-related accident or injury.
- The employee must follow safe work practices and promptly report any work-related accident that occurs at the home office to their Supervisor.
- The employee must develop a plan for evacuating their home to a safe location if needed

Other Considerations

- All Staff should consider ergonomics when setting up their home work space and should review the following document: [WorkSafe PDF How to Make Your Computer Workstation Fit You](#) [working-from-home-guide-keeping-workers-healthy-safe](#) .
- Managing Stress and Anxiety while working at home: [covid19_stressmanagement_5_accessible.pdf](#)
- Employee Assistance Programs available for those who are a member of the Boucher Group Benefit Plan: Life Works (<https://www.lifeworks.com/ca/>)