

## Working Flexibly - Anywhere, Anytime

Working at Griffith provides the opportunity to work flexibly. Flexibility includes undertaking our duties from time to time in locations that are more convenient and appropriate to the circumstances we experience and are balanced by supporting the achievement of our objectives and outcomes.

This guideline and supporting checklist set out the responsibilities, considerations and requirements for you and your manager to discuss when considering working away from your usual work location including working from home.

Working anywhere, anytime must be in accordance with your employment contract, suitable to operational requirements and approved by your manager.

Although you may be working away from Campus occasionally, you are required to be contactable, connected to Griffith and your team.

When working off-campus, it is your responsibility to ensure that you have the necessary and appropriate equipment to perform your work. If it is agreed that you can work from your home residence, all utilities and costs associated with this arrangement are your responsibility (including, for example, furniture, hardware, smoke detectors, first aid kits, internet and electricity costs, etc).

In accordance with the *Work Health and Safety Act 2011* and Griffith University's Health and Safety Policy, it is important that:

- the workspace is a safe area to work (you must complete the Working From Home Self Assessment Checklist);
- staff and managers continue to adhere to University policies and procedures
- be contactable during the agreed working hours

### Supervisor/Manager Responsibility

- Each request is given due consideration, is considered safe and meets operational requirements;
- Appropriate technology, equipment and virtual access is available to perform the duties;
- Approval is provided to undertake the arrangement and the staff member understands what has been approved;

### Additional requirements

The following items are to be checked and implemented to ensure the work space is adequate to complete the agreed duties in a safe manner:

- **The Home Residence** - The home residence must be compliant and maintained within Building Laws and Codes and any other relevant legislation e.g. Electrical Safety, Building Fire Safety etc.
- **Workstation Arrangements** - Refer to the Working From Home Self-Assessment Checklist which must be completed if you are working from your home residence.
- **Security** - If the work being undertaken requires sensitive documentation to be taken off-campus, this should be kept secure and returned to Griffith University.
- **Other Professional Environments** - When you are working in another organisation, in addition to adhering to Griffith University policies and procedures, you must follow the health and safety requirements and obligations of that organisation in their setting.
- **Insurance** - The staff member indemnifies the University against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the University.