New College Working from Home Policy 2024

1. Any administrative staff member permitted to work from home that requires access to the College network via a VPN will be issued with a College owned laptop. The laptop must be kept up to date with the software update and security patches which the IT department will manage through its systems and processes.

2. The staff member must provide office furniture to Health & Safety standards - risk assessments will be performed in regard to the WFH workspace

3. The employee must be able to work effectively and WFH must not have a detrimental effect on office colleagues or services provided by that role.

4. The employee must be available during working hours on **video** MS Teams with the green confirmation tick being visible.

5. Microsoft Teams should be used on a laptop, desktop, or tablet in a fixed position.

6. Microsoft Outlook email should be open during working hours.

7. Smartphones are not an acceptable MS Teams video tool for communicating with your department.

8. Office telephone numbers should be diverted to home or mobile phone whilst WFH.

9. If hours are to be different to normal office working hours, these must be agreed with the Line Manager

10. GDPR must be observed at all times and a clear desk working practice must be observed along with the provision of a lockable container for paperwork – please see https://www.new.ox.ac.uk/sites/default/files/2020-10/Data%20protection%20-%20working%20from%20home.pdf

11. All members of the department should be in College together at least one day per week, on a day set by the Manager.

12. While working remotely, staff should dress appropriately as if they are in College.

13. WFH is under constant review and can be withdrawn at any point.

14. WFH arrangements can be varied at the discretion of the Line Manager to suit the operational needs of the department at anytime.