

HOME & HYBRID WORKING CHECKLIST

- Draw up your policy based on what will and will not work for your business
- Consider the practical needs your business has - what are they?
- Sort out the terms contained in all employee contracts
- Conduct home working risk assessment
- Consider what equipment you need to provide
- Agree your right to enter
- Consider visiting worker's home to discuss and review working arrangements
- Work out structures for appraisal, discipline and grievance
- Work out a confidentiality and data protection policy that take these changes into account
- Develop your health & safety policy to take these changes into account
- Check with HMRC about any potential changes to tax