



Working Remotely Policy

The Water Well Project (TWWP) takes our duty of care for the health and safety of our workers very seriously. This includes working remotely arrangements.

Aims

This policy aims to set out our commitments to minimise risks to our workers (staff, volunteers, contractors) while working remotely. It should be read in conjunction with our Working remotely Guide 'The Guide'. The Guide sets out details to empower workers to meet policy aims.

Workstation

While TWWP does not provide office space, work is undertaken from workers' own workstation.

TWWP requires that just as in an office, this workstation must be set up in a way that is safe, comfortable and easy to use. The Guide is to ensure our workers understand how to both maintain a safe workstation and how to report incidents and potential hazards.

Wellbeing

Your health and wellbeing are paramount. While working from home, we encourage our workers to look after their physical and mental health and wellbeing. The Guide aims to assist workers understand how to look after their wellbeing, how they can identify when they require help and how to seek support.

Cyber Security

As per TWWP's Code of Conduct, any confidential or personal information that is collected in the worker's capacity as a TWWP worker must **not** be used or divulged to any person or entity, except in the proper course of performing the worker's obligations and tasks as permitted by us.

In order to minimise exposure to cyber security risks while working remotely and using their own digital equipment, workers must:

- Ensure Wi-Fi systems, home router, devices and all accounts are secured with a strong password that they have chosen
- Back up important files regularly
- Ensure antivirus software is in place and fully updated
- Immediately report any breach, or potential security problems to the TWWP Management team.

Related Documents



Working remotely Guide
Health Safety & Wellbeing Policy

Administration

The Board is responsible for the administration of this policy. The policy will be reviewed and revised as needed every two years.

Originally adopted by the Board on: 20 May 2021

Reviewed/revise on:

Next review: by 20 May 2023