

## WORKING FROM HOME POLICY during COVID-19

### Overview

This Policy provides the intent and guidance for employees on performing their duties for, and conducting business on behalf of the company, whilst working at a home-based work site.

### Intent

The policy is limited to the period known as Coronavirus- COVID-19 and dictated by the Australian Government and NSW Health to the extent of this period. Quickway will endeavour to return to normal business operations as soon as it is safe and practical.

This policy is applicable to the employment of employees but operates independently of their contract of employment and does not form part of it.

### Principles

- Home-based working is an arrangement between an employee and Quickway and considered on a case by case basis.
- Home-based working will require the worker to self assess their working environment using the Working from Home Checklist and to notify Quickway Management of any significant issue for health and safety.
- Employees are expected to practice health and safety in their homes in the same way they would in the workplace
- The terms and conditions of employment that apply at Quickway premises, will continue to apply at the home-based work site.

These include:-

- Hours of work remain the same.
- Lunch and Tea breaks remain the same.
- Use of IT and phone equipment to be used for company work and protected from damages.
- All other policies to remain in-force.
- Employees are to attempt regular contact with co-workers as they would in the workplace.
- Employees who are unsure about any aspect of this policy, or how to apply it, should speak to their manager.
- Managers are expected to maintain communication throughout this period.

Signed:



Derek Mullally,  
Managing Director

Date: 9<sup>th</sup> April 2020

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