



WORK FROM HOME POLICY AND PROCEDURES

Purpose

The purpose of this Work from Home (WFH) Policy is to establish clear and comprehensive guidelines for employees who are authorised to work from home. Trendie is committed to supporting flexible work arrangements that enhance employee well-being and productivity while meeting business objectives. This policy aims to ensure a structured, consistent approach to remote working that supports a healthy work-life balance and operational efficiency.

Scope

This policy applies to all Trendie employees who have been authorised to work from home, either temporarily or permanently. It outlines expectations, responsibilities, and procedures related to remote work, ensuring compliance with company standards and legal requirements.

Work from Home Principles

- **Eligibility:**
Work from home is available to employees whose roles can be performed effectively outside the office environment. Eligibility is determined based on the nature of the job, the employee's past performance, and the operational needs of Trendie. The decision will be made by the employee's manager in consultation with HR.
- **Work Environment:**
Employees must ensure they have a suitable and secure work environment at home. This includes:
 - Access to the necessary equipment (e.g., computer, phone) and a reliable internet connection.
 - A quiet and ergonomic workspace free from distractions and hazards.
 - Compliance with the company's IT security policies to protect work-related data and communications.



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- **Productivity and Accountability:**

Employees are expected to maintain or exceed the productivity levels they demonstrate in the office. This includes:

- Setting clear daily and weekly goals in alignment with their manager.
- Providing regular updates on task progress.
- Being proactive in communication and collaboration with colleagues and supervisors.

- **Security and Confidentiality:**

Employees must adhere to Trendie's IT security policies when working remotely. This includes:

- Using company-approved tools and software for work tasks.
- Ensuring that sensitive data is handled securely, in accordance with Trendie's data protection policies.
- Reporting any security breaches or concerns to the IT department immediately.

- **Work Hours and Availability:**

Employees are expected to adhere to their regular work hours unless an alternative arrangement has been agreed upon with their manager. This includes:

- Being available and responsive during core business hours.
- Taking regular breaks to support health and well-being.
- Informing the manager of any changes to their work schedule in advance.

Work from Home Procedures

- **Approval Process:**

Employees wishing to work from home must follow the established request process:

- Submit a formal WFH request to their direct manager using the company's designated form.
- The manager will review the request based on the employee's role, past performance, and feasibility of remote work.

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- The manager will consult with HR for final approval.
- Once approved, the employee will receive written confirmation of the WFH arrangement, including any specific terms and conditions.
- **Equipment and Resources:**

Trendie may provide necessary equipment and resources for employees working from home. This includes:

 - Laptops, monitors, and other peripherals as required for the role.
 - Necessary software and access to company systems.
 - Technical support from the IT department for setup and maintenance of equipment. Employees are responsible for the care and maintenance of company-provided equipment and must return it upon request or at the end of the WFH arrangement.
- **Communication and Collaboration:**

Employees working from home must maintain regular and effective communication with their team. This involves:

 - Participating in scheduled virtual meetings and one-on-one sessions.
 - Providing regular status updates on work progress.
 - Using company-approved communication tools (e.g., email, instant messaging, video conferencing).
 - Being available for calls or messages during designated work hours.
- **Performance Monitoring and Feedback:**

Managers will monitor the performance of remote employees to ensure that productivity and quality of work are maintained. This includes:

 - Setting clear performance goals and expectations.
 - Conducting regular check-ins to discuss progress and provide feedback.
 - Using performance metrics to evaluate the effectiveness of the WFH arrangement.



Health, Safety, and Well-being:

Employees are responsible for ensuring that their home work environment is safe and conducive to productive work. Trendie will:

- Provide guidelines on setting up an ergonomic workspace.
- Offer resources on safe work practices to prevent injury.
- Require employees to complete a self-assessment checklist of their home office setup.
- Encourage regular breaks and physical activity to support health and well-being.

Responsibilities

• Employees

- Maintain productivity and adhere to company policies.
- Set up a suitable and secure home work environment.
- Communicate effectively with managers and colleagues.
- Ensure data security and confidentiality.

• Managers

- Evaluate and approve WFH requests in consultation with HR.
- Provide guidance and support to remote employees.
- Monitor performance and provide regular feedback.
- Ensure team communication and collaboration.

• IT Department

- Provide technical support and necessary equipment to remote employees.
- Ensure secure access to company systems and data.
- Offer guidance on IT security practices for remote work.



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Compliance and Enforcement

Trendie is dedicated to ensuring that work from home arrangements are productive and effective. Misuse of these arrangements, including failure to maintain productivity, adhere to security protocols, or misuse company equipment, may result in disciplinary action, including the potential revocation of WFH privileges.

Review and Updates

This policy will be reviewed annually to ensure it continues to meet the needs of both the company and its employees. Any updates or changes to the policy will be communicated to all employees in a timely manner.

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