

Fred's Forklift Work from Home Policy



1. Purpose

Fred's Forklift and Plant Hire CC (Fred's) understand that employees may have personal circumstances from time to time, which require them to work from home on **approval** of a Fred's Member(s). This remote work policy outlines the Fred's guidelines for employees who work from a location other than Fred's premises. This policy is aimed at ensuring the common understanding for approved work from home arrangement(s).

2. Scope and Policy Elements

This policy applies to employees who have obtained approval from a Fred's Member to work on a remote work premises on stipulated days. In the event that pro-longed remote work is approved, for more than a week a Remote Workplace Risk Assessment will be completed as part of this policy.

2.1 Policy elements:

- Remote working refers to a permanent or temporary arrangement between Fred's and the employer whereby the employee works from a non-office location; or
- Working from home on arranged days based on approval provided by a Fred's Member(s)

2.2 Remote working agreement:

Fred's administrative employees may work remotely on a temporary basis.

- Fred's office-based employees may only work remotely at the discretion and with the consent of the Fred's Member(s).
- Employees who work from a remote location on a temporary basis should stipulate their home working address in a written remote working agreement where the period exceeds one week.
- Should the remote work exceed a one-week period, a Remote Workplace Risk Assessment must be completed.
- Employees who are new parents or suffer from a short- or long-term disability may agree to longer periods of remote working only with the express written permission of the Fred's Member(s).
- The applicable legislation includes but is not limited to the following:
 - Basic Conditions of Employment Act, 1997 (BCEA)
 - Labour Relations Act, 1995 (LRA)
 - Occupational Health and Safety Act, 1993 (OHSA).

3. Responsibilities while working from home

This policy applies to employees who have obtained approval from a Fred's Member to work on a remote work premises on stipulated days. In the event that pro-longed remote work is approved, for more than a week a Remote Workplace Risk Assessment will be completed as part of this policy.

- 3.1 **Accountability:** Reporting to the Fred's Member(s) in respect of tasks completed for the day and/or matters of importance that ought to be followed up, must be duly prioritised
- 3.2 **Health and wellbeing:** Ensuring that the designated work area and/or chosen location is hygienically sound and/or does not pose threat to the life and/or personal wellbeing of the remote working employee.
- 3.3 **Safety:** Maintain the designated work area and/or chosen location, ensuring that it is safe and without risk to the personal safety of the remote working employee.
- 3.4 **Equipment and tools provided by Fred's:** The equipment and/or devices acquired from the Fred's and/or in the care of the remote employee, which is deemed to be the property of Fred's, should
 - 3.4.1 be maintained at all times; and/or
 - 3.4.2 remain unaltered in respect of its condition and/or appearance; and/or
 - 3.4.3 at all times be returned in the same condition as it was received; and/or

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- 3.4.4 never be left unattended and shall be kept in an area free from any danger and/or possible harm; however, reasonable wear and tear shall be acceptable.
- 3.5 **Confidentiality and/or protection of Company information:** Property in the form of soft- and/or hardcopies should not be made accessible and/or brought within the reach and/or grasp of unknown third parties and/or must safeguarded at all material times.
- 3.6 **Communication with clients via internet and/or skype and/or any other form of telecommunication:** The importance of the environment in which communication takes place with Fred's clientele should not be underestimated given that the background and/or visuals and/or audio surrounds impact not only on the professionalism and/or image of the employee concerned but can also potentially affect the reputation of Fred's.
- 3.7 **Accessibility and/or availability to effectively communicate:** The remote working employee is responsible for maintaining and/or mandated to ensure a secure internet connection for timeous communication and/or fluent responses to Fred's clientele or Fred's Member(s) and staff. An employee who is obliged to discharge duties from a remote workstation cannot expect Fred's to accept responsibility for basic amenities in order for them to discharge their duties, and/or cannot rely on frivolous excuses and/or expect the employer to facilitate same.
- 3.8 **Staying vigilant against phishing attacks:** Employees must at all times refrain from opening links that are of no relevance and/or guard against social engineering / hacking, whereby the remote working employee hands over access and/or remote desktop access to anyone pretending to be a part of Fred's.

4. Health and Safety at the remote workplace

- 4.1 The REMOTE WORKPLACE referred to in the policy refers to the following locations:
- 4.1.1 A designated work area within your house where you perform your duties, excluding the kitchen and the bathrooms; and/or
- 4.1.2 Fred's Client premises where work is performed; and/or
- 4.2 An employee must ensure that the designated work area is free from hazards that might cause harm to their personal health and safety.
- 4.3 The employee has familiarised him/herself with the requirements and provisions of the Occupational Health and Safety Act and the Compensation for Occupational Injuries and Diseases Act, in order to comply with regulations for a safe working environment.
- 4.4 The employee acknowledges his/her responsibility regarding a safe working environment and has completed the applicable indemnity form.
- 4.5 Defining the different locations where an Injury on Duty (IOD) may occur:
- 4.5.1 **Injury on work premises:** An incident or accident that has occurred within the working premises or office space provided for by the employer in relation to the duties performed by the employee.
- 4.5.2 **Injury outside work premises:** An incident or accident that has occurred outside the premises of the employer while acting in the course and/or scope of their employment.
- 4.5.3 **Injury at home:** An incident or accident that has occurred at home in the designated work area as identified while duties in relation to the scope of their employment are performed.
- 4.5.4 The onus is on the employee to ensure that their designated work area complies with all the necessary regulations in terms of Health and Safety. The employer does not have any control over the designated working area at the employee's home and therefore no claim relating to Injuries on Duty can be made against the employer if such injury occurred within a designated working area at the employee's home.
- 4.5.5 The employee shall be responsible for any Injuries on Duty that occurred within a designated working area at home while performing duties assigned by the employer.
- 4.5.6 **Duties and obligations of the employer and employee regarding reporting of an Injury on Duty:**
- In the event of an injury on duty, the employer is protected in terms of COIDA against all civil claims which may be instituted against him/her, even in the event of alleged negligence; therefore, the
 - Employee shall take all necessary and/or precautionary steps and/or measures and/or ensure that all such steps or measures are taken to avoid and/or prevent any injury.
 - Employer and employee must comply with all the requirements of COIDA and/or ensure such all such requirements are met.

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- Employee must immediately notify their employer of an injury.
- Employee must submit pictures of the area where the incident / accident occurred and submit it along with the Incident and Accident Investigation Procedure.
- Employer shall, as soon as possible, compile and/or complete a report on the incident / accident.
- Employee shall, as soon as possible, assist the employer in obtaining a legible certified copy of the injured person's identification document.
- Employee shall assist the employer in obtaining the medical reports after the injured employee consults a doctor; and
- Employee must cooperate and/or provide and/or assist the employer with any and/or all necessary and/or requested proof and/or documentation and/or particulars.
- In the event that the employee and/or employer is unable to fulfil his/her duties and/or responsibilities in terms of this policy, a duly authorised person may be appointed to assist herein.
- Upon receipt of all necessary information and/or documentation, the employer shall forward all documents to the relevant department(s) as prescribed by COIDA.
- The employee confirms and/or acknowledges that if notice is not given to the Compensation Commissioner within 12 months after the date of the accident / incident, the employee shall forfeit his/her right to compensation, as the claim cannot be considered in terms of the Act.

4.6 Uncertainty relating to an injury on duty:

- 4.6.1 The COIDA works on the proviso of "at the discretion of the Compensation Commissioner"; therefore, if there is any uncertainty relating to an injury (in and/or outside the working premises) but within the course and/or scope of employment, the relevant documentation and/or particular(s) shall be completed and submitted to the Commissioner for a decision.

5. Compliance with disciplinary code and policies and disciplinary action

- 5.1 **Fred's** disciplinary code and disciplinary measures and procedures remain applicable to employees while working from home.
- 5.2 The employee agrees that the ordinary business hours shall continue to apply, and that the employee must present themselves via acceptable communication platforms to be available to work during those hours.
- 5.3 The employee acknowledges and/or agrees that the employer reserves the right to discipline the employee for all and/or any transgression of the disciplinary code, including the additional considerations above, irrespective of whether such disciplinary action is written, verbal warning or is deferred to a hearing.
- 5.4 The employee acknowledges and/or agrees that they shall adhere to the principles of professionalism and standard of work normally required while at work and shall be professional when dealing with Fred's clients and Fred's Member(s).

6. Document Control

- 24 August 2022 - Policy Review and Approved by Fred's Member(s)