



PROFESSIONAL CONSTRUCTORS

WORKING FROM HOME POLICY

Purpose:

Acres is committed to providing a safe and healthy workplace for our staff and project partners. In certain instances, Acres employees will be required to work from home. To ensure employees are safe while working from home, this policy outlines roles, duties and responsibilities of all parties.

Scope:

This policy applies to all employees of Acres Enterprises Ltd.

Policy:

While working remotely from home all Acres employees are required to adhere to the following procedures.

Procedure:

Acres requires all persons working from home to complete the following:

Job location: _____

Scope of work to be done: _____

Name and position of employee working alone: _____

Date (s): _____

Time work between _____ and, _____ on _____

All employees working from home are required to contact their Supervisor on a daily basis.

Method of contact:

Phone E-mail Face to Face Teams Meetings (Preferred method for office staff)

If the worker cannot be reached and does not respond within **24 hours**, face to face contact will be made by the worker's Supervisor. If no contact can be made, Supervisor will call emergency contact listed on employee information form.

While working from home, the worker is to:

- Follow all safe work procedures
- Ensure a proper assessment is completed of your remote location and any hazards are reported to your Supervisor immediately
- Maintain communication with Acres frequently
- Inform your Supervisor or HR if you are feeling ill