

WORK FROM HOME POLICY

POL 40/2020

Relevant Legislation Section 152 of the Constitution

Commencement Date 30 March 2020

Review Date Six Month Review

POLICY STATEMENT

1 Intent

The purpose of Work from Home Policy to ensure that there is an option available to work from home while officers continue to deliver the mandate of the Auditor-General.

2 Scope

This policy form part of the staff terms and conditions of employment and will be subject to 6 months reviews. However, advance notice shall be provided for any change in policy.

3 Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

Policy Maker Auditor General

Management Approval of Executive Management Committee

4 Policy Maker

Auditor-General

5 Supporting Documents/References

Ministry of Health Advisory

OAG COVID 19 Preparedness Strategy

6 Monitoring

All work undertaken during this period shall be monitored by Supervising Officers to ensure optimum performance.

Any abuse will result in disciplinary action.

ANNEXURE 1

1.0 BACKGROUND

- 1.1. The Office does not have a temporary work home policy during a crisis/pandemic.
- 1.2. On 25th March 2020, Government has confirmed that Fiji now has confirmed five cases of COVID-19 in Fiji. Lautoka City is under lockdown and two of our West Office are affected.
- 1.3. The option of telecommuting is now being taken and is an option.
- 1.4. Both OAG Offices in HQ and West have continued to be operational but are restricted around Sukuna House and the Nadi Office building.

2.0 RATIONALE FOR CONSIDERING FLEXIBLE WORK-ENVIRONMENT

- 2.1 COVID19 can spread around Offices. If even a single surface is compromised, a virus can infect the majority of a workplace in a matter of hours. Public sector auditing is a unique profession hence it is necessary to protect the welfare of all staffs in OAG.
- 2.2 OAG is not in list of essential services.
- 2.2 Officers who travel from home could bring in and infect the workplace
- 2.3 Working from home reduces exposure of COVID19 to OAG staffs.

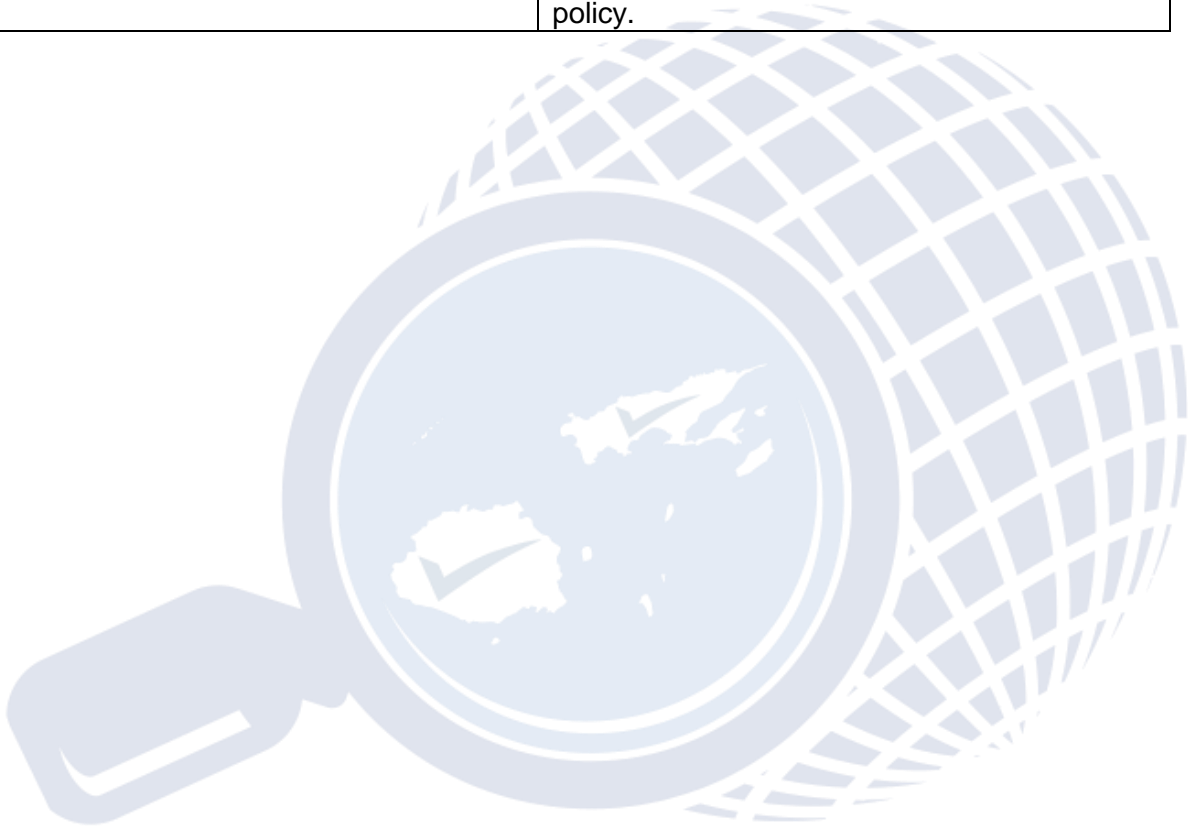
3.0 HOW WILL FLEXIBLE WORK ENVIRONMENT GUIDELINE APPLY

- 3.1 Officers may make formal request to the Group Directors and Deputy Auditor General for approval to work from home. Executive Management require Auditor-General's approval.
- 3.2 Officers who travel by public transport are encouraged to apply. These officers having to travel by public transport and live far from the office are exposed to greater risk of transmitting the virus. In addition, given that school holidays have been brought forward, officers have left their children under the care of baby sitters and house girls.
- 3.3 The temporary work environment would be on a weekly basis and does not permit officers to move outside their residence and is subject to disciplinary action if not complied with.
- 3.4 Officers with leave are encouraged to take leave during this period, if they wish to do so.
- 3.5 Deputy Auditor-General as the Chief Operating Officer of OAG would be assisted by Directors in the implementation and monitoring of this policy.
- 3.6 The COVID 19 Preparedness strategy would be applied also during this time as and when it is implemented

4.0 Tools to Work from Home

Outlined below are key tools officer must have to effectively work from home.

Key Working Tools	How will it be facilitated
Laptop with Charger	All OAG staff have access to Laptops
Internet access	Directors to decide for individual group members.
VPN access for authorized personal or replica of respective audit Teammate replica	VPN access activated for Executive Management, Audit Managers and Acting Senior Accounts
Govnet passwords valid for 60 days (as per OAG password policy)	IT Officer to instruct all staff of changes in current password in line with OAG password policy.



Application for Working From Home

In line with the OAG COVID-19 Preparedness Strategy and Work from Home Policy, complete the appropriate sections below and send this form to your Supervising Officer.

A signed copy must be sent to SAO HR for record and filing with Registry

Applicant details

Name		EDP Number	
Position		Business Unit	
Usual Place of Residence		Phone Contact	
Employment Start date		Period of Working from Home	
Supervising Officer		Position (Supervising Officer)	

Details of Application

Date working arrangements would take effect from: _____ to _____	
Please describe below the reason why you are making a request to work from home.	
<p>Staff must complete the checklist below prior to obtaining approval.</p> <p>I have/do not have:</p> <p><input type="checkbox"/> a safe work space free from trip hazards (such as rugs and cables)</p> <p><input type="checkbox"/> a broadly safe environment including an exit, smoke alarms and a first aid kit</p> <p><input type="checkbox"/> appropriate lighting and ventilation</p> <p><input type="checkbox"/> ergonomic requirements such as a desk large enough for tasks, phone and mouse within reach</p> <p><input type="checkbox"/> a chair that adjusts to ensure your feet are flat on the floor</p> <p><input type="checkbox"/> a computer screen positioned for your eyes to meet the top of the screen</p>	
Employee Signature	Date

Fill the table below to detail the task which will be performed from home for the period.

Audit Client	Task(s) to be Performed (Audit/Non-Audit)	Officer(s) Responsible	Task(s) Timeline	Linked to Planned Reports to Parliament	Remarks

Attach your list of tasks to undertake from home

Signature

Employee Signature		Date	
Supervising Officer's Recommendation		Date	
Approving Officer (Auditor General/Deputy Auditor General / Director of Audit		Date	



7 Review & Monitoring

This policy will be reviewed on a six monthly basis.

8 Who to Contact About this Policy

Any queries is directed to Directors of Audit and Deputy Auditor-General.

9 Approval

The Work from Home Policy becomes effective from 30 March 2020.

10 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	30 March 2020
Policy to be reviewed by:	Six Monthly Basis
Manager responsible for policy:	Deputy Auditor General