

## Home Based Office Requirements

On joining the team employees are required to provide the location of their primary workspace. Fed employees who work from home must ensure their workspace adheres to the following specific requirements. These requirements are in place to ensure staff are supported to do their work in a way that is in keeping with the Fed's policies and WorkSafe BC requirements.

### Secure Internet Connection

Employees are required to have a secure, reliable working internet connection that they can connect to for the duration of the working day.

*What do we mean by a secure connection?*

Employees' internet connection must be password protected and on a private, personal network. If your network is shared with other individuals (ie. roommates, partner etc.), you must notify the Fed and request permission.

Employees may NOT connect Fed devices to public Wi-Fi or internet networks. Public internet connections are open access networks, or networks where passwords are shared with unknown parties, or users are required to agree to third party terms and conditions. Wi-Fi networks at airports, coffee shops, schools, hotels and similar venues are examples of public networks.

Employees may NOT use mobile hot spotting from personal phones. This is not permitted for security reasons.

### Safe Work Environment & WorkSafe BC Compliance

Employees must eliminate hazards and ensure their designated workspace meets WorkSafe BC requirements. Fed employees are required to carry out regular health and safety checks to identify and control any unsafe conditions. Possible issues may include:

- Environmental hazards eg. asbestos, mould, tobacco smoke
- Unsafe electrical / wiring
- Ergonomic issues
- Hazards which could cause slips, trips and falls
- Violence

More information from WorkSafe BC about setting up a home workspace is available [here](#).

### Other Considerations

- Select a designated workspace at home that is free from distractions and enables you to maintain security of sensitive work-related information to prevent access from external parties.
- Ensure the workspace is temperature controlled, including heating and air conditioning or cooling fans. Employees who do not have access to a temperature controlled workspace must be able to work from the Fed office during instances of extreme temperatures.

- Use equipment provided by the Fed at all times. The Fed can provide the following equipment to employees working from home: Fed configured laptop with charger; Wireless keyboard, mouse, and mouse pad; External Monitor(s); Headset; Docking Station. Some positions may also be provided with a cell phone.
- Occasionally alternative work locations are permitted but there are limitations, and these must be approved in advance. Alternative work locations must also meet the above requirements.