



# RCSI Remote Work Policy

## SCOPE

This remote work policy outlines RCSI's guidelines for employees who are working remotely or from home either fulltime or part time/hybrid working. RCSI want to ensure that both employees and our organisation will benefit from these arrangements. We ask that you complete [this remote working risk self-assessment](#) and if there are any concerns, the Health & Safety Office will be in touch with you to provide help and support where needed.

## DESIGNATED WORKSPACE

To assist in a comfortable and productive work space remotely/at home, we advise that employees designate a workspace, which is typically a space in your home (an office, spare bedroom, dining/kitchen area etc.).

It is advisable not to work outside a designated workspace. This space should be kept in a safe condition, free from hazards to both the employee and the equipment. Should the employee sustain any injuries in their designated workspace and in conjunction with their regular work duties, notify your line manager as soon as possible. RCSI will not be responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time.

If, while working from a designated workspace, the employee experiences technical issues with their computer or internet access that prevent the employee from working remotely, the employee must notify their line manager / IT Dept via the [IT Request Portal](#).

## EQUIPMENT

RCSI will provide remote employees with equipment that is essential to their job duties where necessary and applicable. RCSI IT Dept will install company-required software to access office servers if required for your work. Tips on how to set up a remote office can be found [here](#).

Employees are requested to keep any equipment provided to you by RCSI for your remote work safe and avoid any misuse. Specifically, employees should:

- Keep their equipment password protected (this is set up by RCSI IT Dept on your system)
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings. More information can be found on RCSI Acceptable Usage Policy [here](#).
- Refrain from downloading suspicious, unauthorized or illegal software.

## INSURANCE

When working remotely from home, your home insurance policy will generally have cover for personal office equipment such as laptops, computers etc. in the contents section of the household policy up to stated limits. Any equipment provided to you by RCSI to work remotely is the responsibility of RCSI and is typically covered under its business policy.

## REMOTE MEETINGS

Employees working from a designated workspace can still attend team meetings and / or talk to colleagues using Microsoft Teams.

## RCSI POLICIES AND PROCEDURES

All of RCSI's policies, procedures and benefits still apply while working remotely. These can be found on the employee's portal under the [HR and Estate & Support Services pages](#). Employees working remotely have the same entitlement to employee benefits; apply for learning and development opportunities; and should comply with all RCSI policies and procedures where applicable. Employees are reminded that this remote work policy is not to be used in place of sick, maternity or paternity leave. These policies can be found in the above pages.

## DESIGNATED WORK TIME

Employees should work with their Line Manager to agree a work schedule that suits. Employees and Line Managers should check in regularly by using technology that suits both parties (see remote meetings above).

## MEAL AND REST BREAKS



Similar to your office meal break schedule, try to mirror this when working remotely if possible. As advised when working in the office, sitting for long periods is not good for us. It is a good idea to get up once in a while to stretch and move your body. Check out the remote / working from home tips [here](#).

### **CONFIDENTIALITY AND SECURITY**

Employees working remotely are reminded that even if they are working remotely, they are bound by any confidentiality and/or security agreements as expected with their employment with RCSI, and any confidentiality and/or security policies contained in RCSI's Employee Handbook, Employees Portal and as advised through mandatory training courses.

Consistent with RCSI's expectations of information security, remote employees will be expected to ensure the protection of company information accessible from their remote office. Steps can include regular password maintenance as set up by the IT Dept, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment in which the remote worker is working in.

Any queries in relation to securing confidential information can be directed to your line manager, who will advise on appropriate measures to be taken. RCSI IT Information Security policies can be found on the Staff Portal [here](#).

### **FURTHER INFORMATION & SUPPORTS**

For further information, tips and tools to work remotely, safely and healthily, please visit the Employees Wellbeing section on the RCSI Employees Portal [here](#).

#### **Designated Workspace:**

For help setting this space up, contact the Health & Safety Office [safety@rcsi.ie](mailto:safety@rcsi.ie)

#### **Employee Assistance Programme:**

Provided by Spectrum Life:

- Freephone ROI: 1800 903 542
- WhatsApp: Text 'Hi' to 087 369 0010
- Download the Spectrum Life Mobile App by searching for 'Spectrum.Life' in IOS or Android.
- Demo video on how to use the app can be found [here](#)