Remote Working Policy

1.   Purpose

WHY IS THIS POLICY REQUIRED?

This policy outlines the requirements and responsibilities of volunteers and the organisation when working remotely.

2.   Scope

WHO DOES THIS POLICY APPLY TO?

This Policy applies to all legal entities and volunteers of Altiorem.

This policy is non-contractual and Altiorem may vary or rescind any policies or procedures from time to time, in its absolute discretion.

3.   Policy Statement

OWNERSHIP

The Founder and Managing Director is responsible for the implementation of the policy. The Policy must be approved annually by the board of Altiorem.

4.   Requirements

4.1 Definition & Mandatory Requirements

DEFINITION	A remote working arrangement is a voluntary, cooperative and flexible work-arrangement which is agreed by the Company.
MANDATORY REQUIRMENTS	The following requirements must be met by volunteers before commencing with Altiorem ● The volunteer owns a personal computer capable of accessing Altiorem's online workflow; ● The volunteer must ensure their computer has virus protection and all passwords for Altiorem's systems are secure; ● The volunteers remote working site meets WH&S standards outlined in the remote work checklist;

4.2 Internet Access, Utilities, Insurance, WH&S, Incident reporting & IT

INTERNET ACCESS	The volunteer is responsible for all internet access (ISP) costs resulting from working remotely and is not eligible to seek reimbursement from Altiorem.
UTILITIES	The volunteer is responsible for all utility costs resulting from working remotely and is not eligible to seek reimbursement from Altiorem.
INSURANCE	Altiorem maintains limited volunteer insurance which may not apply if you do not work safely in accordance with this policy.
WH&S	Volunteers working are required to:

	● Complete the remote work checklist prior to commencing work. A volunteer should always conduct a self-assessment if there is a change in their remote working arrangements ● Work in accordance with the Work Health and Safety Act applicable to the State in which they reside ● Work in accordance with the Company's WH&S policies ● Volunteers must inform Altiorem immediately if they can no longer comply with the policy or checklist
WH&S ASESSMENT	● All volunteers must complete the Remote Work Checklist prior to commencing with Altiorem. The volunteer is responsible for ensuring that remote work environment always satisfies the requirements under the Remote Work Checklist during the arrangement.
INCIDENT REPORTING	In the event of injury, or near miss, the volunteer is required to advise Altiorem as soon as possible by email volunteers@altiorem.org.
IT SECURITY	Volunteers working remotely must comply with the following Information Services policies and procedures in order to protect Altiorem's information, users, intellectual property and copyright: ● Ensure that private computer equipment has the following minimum security software installed and kept up to date; - Anti-Virus - Anti-Spyware ● Ensure that private computer has power-on passwords implemented to protect against unauthorised access in the event of theft or loss of the computer equipment.

5.   Related Policies and Documents

Remote Work Checklist: http://altiorem.org/register/volunteer/

6.   Compliance Information

Date Issued: 25 October 2019

Approved by: Board of directors

Owned by: Founder and Managing Director

Contact for information: volunteers@altiorem.org

- End of Policy -