

CLIMATE ACTION FOR
ASSOCIATIONS.

Institute
of Internal
Communication

GREEN WORKING FROM HOME POLICY Template

Prepared for
IoIC Members

Green Working from Home Policy **Template**

AIM.

The aim of this template is to help organisations manage and reduce the environmental impact of remote work by guiding the development of effective green working from home policies.

WHO IS IT FOR.

This template is for organisations seeking to integrate sustainability into their remote work practices and support their employees in reducing their carbon footprint while working from home.

Green Working from Home

Policy Template

It is crucial for organisations to support employees, even when they are working from home, by guiding them on sustainable practices. The actions of remote employees contribute to your organisation's overall emissions, falling under Scope 3, Category 7 in your emissions calculations.

Employees have a vital role in minimising your environmental impact while working remotely. This can lead to increased efficiencies, cost savings, and improved member and employee satisfaction.

Types of Remote Working:

- **Occasional Remote Working:** Employees work from home on an ad hoc basis while also working from the main workplace, subject to prior approval from their line manager.
- **Regular Remote Working:** An agreement between senior management and an employee to work from home on a regular or ongoing basis.

Your policy should set clear expectations for both types of remote work and should be incorporated into employees' agreements.

How to use this Template.

This Working from Home template provides a framework to help you create your own working from home policy.

You can tailor it to fit your organisation's needs and priorities, ensuring it aligns with your sustainability goals.

Green Working from Home Policy Template

[ORGANISATION NAME] GREEN WORKING FROM HOME POLICY

Aim

[COMPANY NAME] is committed to reducing our overall greenhouse gas emissions and aim incorporate our remote working/employees working from home into our company net zero strategy.

Scope

These policy items apply to all employees and contractors, both full time and part time who may choose to work flexibly or away from their company's place of work. All employees and contractors who work from home or remotely must be aware of the need to measure and account for their energy use and emissions.

These working from home requirements and expectations have been incorporated into our company's induction/on-boarding process for all new employees.

For employees and contractors, this policy is referenced in your terms of engagement and is binding.

Employees conducting their work from home have the same obligations as those working from the company office.

These Policy items establish the working practices of our organisation's sustainable remote working procedures.

Employees must uphold the requirements set out in both this document and our standard working from home policy.

Any data and information collected regarding working from home emissions is to be captured from all types of work including on site, occasional and regular working from home.

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Policy Template

Policy

- Employees will record time spent commuting, distance and mode of transport using a template provided at least once a year.
- Employees will correctly record and allocate the percentage of time split working in the office, and the percentage working from home using a template form provided.
- Employees will provide information on include utilities, office waste and transport.
- Employees working from home will commit to keep their energy consumption to a minimum. This includes:
 - Better use of natural light
 - Powering down electric equipment during use as much as possible
 - Decrease the brightness of your screen
 - Switching off all electronic equipment or computer devices at the end of each day or when not in use for longer than an hour to minimise the amount of WEEE (Waste Electric and Electronic Equipment) it generates.
- Employees will commit to working digitally, eliminating the requirement to purchase and use paper, printers and ink.
- All staff will commit to avoid printing, unless necessary.
- Employees will adjust their purchasing decisions. Any items required or requested by employees when working from home will, where possible, be sustainably and/or locally sourced.
- Any electronic equipment that is broken or no longer in use by the employee should be returned to the organisation to be re-used or recycled in a sustainable way.
- All employees are responsible for recycling waste they generate whilst working from home, this includes food waste.

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- All confidential waste must be brought back to the office at the employee's earliest convenience for proper disposal in a secure manner.
- All employees commit to making sustainable decisions about all items of consumption and behaviour when working from home, during work hours including food choices, low carbon travel choices, recycling and implementation of energy efficiency measures.

Responsibility and Review:

This Sustainable Working from Home Policy was adopted by the Board/SMT of [COMPANY NAME] on [X date].

Implementation of this policy is the direct responsibility of the board and senior management, and indirectly, all directors, employees and contractors working for the organisation.

This policy was last updated [date] and will be next reviewed on [Date].



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This content was developed for IoIC by CAFA.

CAFA is the only resource and network dedicated to net zero and sustainability for the membership sector.

Working on behalf of membership organisations, we support businesses by providing emission measurement, reductions and reporting.

For more detailed information and guidance visit:

climateactionforassociations.org

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