

## PATHWAYS ABILITIES SOCIETY

### **POLICY: WORKING REMOTELY**

**Applies to:** All Personnel

Original Approval Date: September 13, 2021

Date Board Approved: October 18, 2021

Replaces Policy Dated: September 13, 2021

---

Board Member's Signature

### **PREAMBLE**

WorkSafe BC requires employees working at sites other than those owned and operated by Pathways, to have a safe worksite. Work is defined as receiving compensation for duties performed including paid to attend training.

While recognizing that clearly the Employer cannot guard against all eventualities (problems), and that employees have a duty to take reasonable care for their own health and safety, it is an important part of the management of the society to reduce the risk of employees working from remote locations or from home.

### **POLICY**

Employees, other than those assigned to a remote location, must have preapproval from the executive director or designate and their immediate supervisor to work from a different location other than their regularly assigned location. The executive director must have preapproval from the board president or their designate.

Employees who change, modify or add a new remote location must have preapproval from the executive director or designate and their immediate supervisor.

The employee is responsible for completing the Working Remotely ShareVision list for each remote location they are working from and notifying their supervisor and executive director or designate once completed. If there are changes to the current remote worksite, they must notify their supervisor and update the plan. The Working Remotely list is reviewed and approved or not approved.

Employees working remotely have a responsibility to report any potential hazards at the remote sight to Pathways Abilities Society as outlined in health and safety policies.