

Policies	POL 46	 consolidatedgroup.com.au
Working From Home Policy		

PURPOSE

The purpose of this policy is to define the limited circumstances under which an employee may be approved to work from home and to set clear expectations for performance, accountability, communication, and data security.

Working from home is not a standard or encouraged work arrangement at Consolidated Group of Companies. Due to the operational, collaborative, and compliance-driven nature of our business, work is expected to be performed from approved workplaces unless exceptional circumstances apply.

Any work-from-home arrangement must be approved in advance by Management, is granted on a case-by-case basis only, and may be withdrawn at any time.

POLICY POSITION

Working from home is not an entitlement.

Approval is exceptional, temporary, and discretionary.

No employee may work from home without prior written approval from their Manager.

Approval requires a minimum of 24 hours' notice, unless otherwise agreed due to unforeseen circumstances.

This policy does not create an ongoing or implied right to work remotely.

OBJECTIVES

Consolidated Group seeks to ensure that where working from home is approved:

Business operations, productivity, and service delivery are not impacted

Clear accountability and supervision are maintained

Data security, confidentiality, and compliance obligations are upheld

Expectations and responsibilities are clearly defined

ELIGIBILITY & APPROVAL

Approval to work from home must be obtained in advance from the employee's direct Manager.

Approval will be based on:

The nature of the role and operational requirements

The reason for the request (exceptional circumstances only)

Past performance, reliability, and conduct

Impact on team operations, client needs, and compliance obligations

Approval may be refused or withdrawn at any time without notice where business needs require.

CONDITIONS OF WORK FROM HOME

Where approval is granted, the following conditions apply:

Work Hours & Availability - Employees must work their normal contracted hours.

Employees must remain fully contactable and responsive during work hours via approved communication channels (email, phone, Teams, etc.). Any changes to availability must be communicated and approved in advance.

Productivity & Performance - Employees are expected to maintain the same level of productivity, quality, and output as when working on-site. Managers may monitor performance based on deliverables, responsiveness, and outcomes. Failure to meet performance expectations may result in immediate revocation of WFH approval.

Policies	POL 46	 
Working From Home Policy		

Workspace Requirements - Employees must have a suitable, private, and distraction-free workspace. Working from public places (cafes, vehicles, shared spaces) is not permitted. Any equipment provided by the company remains company property and must be used appropriately.

Data Security & Confidentiality - Employees must comply with all company data protection, privacy, and IT security requirements. Secure networks must be used at all times. Any data breach, loss, or security incident must be reported immediately.

Health & Safety- Employees are responsible for maintaining a safe home workspace. WFH does not remove the employee's obligation to comply with WHS requirements.

NON-COMPLIANCE

Failure to comply with this policy or with conditions of approval may result in:

Immediate cancellation of WFH approval

Disciplinary action

Performance management

WFH approval may also be withdrawn where it is no longer operationally suitable.

RESPONSIBILITIES

Managers

- Approve or decline WFH requests
- Set clear expectations and monitor outcomes
- Withdraw approval where necessary

Employees

- Obtain approval before working from home
- Comply with all conditions of approval
- Maintain performance, availability, and professionalism

RELATED PROCEDURES

Work From Home Checklist

Signed Work From Home Agreement

COMMITMENT

This policy applies to all Consolidated Group employees only where working from home has been formally approved due to exceptional circumstances. It does not apply as a general or ongoing work arrangement.

Approved



Theo Tsorvas

Director

Date 9.1.2026