



**African Population and  
Health Research Center**

## APHRC REMOTE WORKING POLICY

<b>Policy Compliance Officer</b>	Director of Operations
<b>Approval Authority</b>	APHRC Board of Directors
<b>Approval Date</b>	May 2022
<b>Review Date</b>	May 2023
<b>Revision History</b>	<b>Date</b>
	May 2023

## **APHRC REMOTE WORKING POLICY**

### **1. General**

APHRC recognizes that whilst staff are expected to work from the office, there will be circumstances where staff may undertake some or all of their duties away from the office. APHRC is committed to providing an enabling working environment wherever it may be and is flexible in meeting both its needs and those of staff.

This policy spells out the circumstances under which staff may be permitted to work remotely and the actions required to facilitate an efficient and effective remote working environment. The policy may be amended from time to time with appropriate consultation.

### **2. Definitions**

For purposes of this policy, Working Remotely (WR) is defined as a work arrangement that permits an employee to conduct all or some of their work related roles at an approved alternative 'worksite' such as the home (employee's private dwelling) or a remote location other than the designated area of work.

Working remotely may be a contractual right (if expressed in writing) but is not an employee benefit and its application thereof does not alter an employee's terms and conditions of employment if they did not sign a contract to work remotely. In instances where it is not contractual, employees will work remotely out of necessity, the necessity more often than not being in circumstances of exception. Where full time remote contracts are issued, the terms of service will be aligned to the legal and regulatory requirements affecting the issuing office.

### **3. Application**

This policy will apply to full-time employees contracted to work remotely and full-time employees contracted to work in the office but with the option to work remotely when the need arises. It will also apply in the event that working from the office premises becomes impracticable for any reason (such as pandemics, government regulations, war, terrorism among others) and when an employee faces insurmountable difficulty in working from the designated place of work. The Executive Leadership Team will have the discretion to determine what circumstances amount to 'insurmountable difficulty'.

Employees working remotely must comply with all APHRC policies and guidelines as they would ordinarily do when working from the offices.

### **4. Official Holidays**

Full time remote employees will observe national holidays of the country of the appointing office. Non-local staff members may substitute one or more of their traditional holidays for published local holidays, with the exception of the New Year and Christmas holidays, when the offices will be closed. There should be prior agreement of such substitution with the immediate supervisor.

### **5. Data Protection**

Employees working from home are to comply with the acceptable use of ICT equipment, software, and data as stipulated in the [ICT policy, data protection policy and the Research Handbook](#). All staff will undergo training on digital risks, specifically those related to remote working.

## **6. Responsibilities**

### **Supervisor responsibility**

- Monitor the working from home arrangements to ensure that agreed work outcomes are consistently being delivered. This may entail virtual check-in meetings.
- Ensure that the employee is aware of expectations and required standards of work.
- Provide feedback, discuss and evaluate the arrangement.
- Check on staff wellbeing and safety.

### **Employee responsibility**

- Ensure they have stable internet connection at their workspace.
- Understand and consider all the information within these policies and in the implementation guidelines.
- Provide details of a mobile/ home telephone number through which they can be contacted.
- Respond to calls and emails when required, more so during agreed working hours.
- Be available when required for in-person meetings at the appointing office and meet the cost of travel and accommodation for such meetings.
- Develop regular work plans and level of effort computations detailing plans for defined periods of time.
- Deliver expected work outcomes.
- Ensure safety of all documents and property of APHRC.
- Ask for guidance from the supervisor when not clear about expectations.
- Report any issues impacting their work to the supervisor.

### **Human Resource responsibility**

- Provide advice and guidance to employees and their supervisors on how to effectively deal with remote working at unit or individual level.

## **7. Remuneration**

APHRC salary and benefits are determined by job role and will not be adjusted for staff working remotely. Remote working employees maintain their existing terms and conditions of employment apart from their designated place of work, which changes from the office location to the remote worker's defined remote site. Employees working from countries outside their appointing office location will be provided with medical, group life and group personal accident insurance covers similar to what is provided in the location of the appointing office as long as the cost is within what the appointing office is paying for the rest of the staff.

## **8. Legal Considerations**

Staff will only be appointed to be based in countries where they have legal authority to reside and work e.g. country of origin or having permanent residence because APHRC will not be responsible for processing documents related to one's residence. They will also be wholly responsible for all tax obligations that may arise from the performance of their contracts, to their home countries.

The employment contracts shall be governed by and construed in accordance with the laws of the country of the appointing office.

## **9. Related Policies and Guidelines**

- i. Implementation Guidelines for Working Remotely – stipulates how the remote working policy will be implemented
- ii. Human Resources Policies and Procedures Manual – Stipulates how APHRC handles staff disciplinary matters
- iii. Whistle Blowing Policy – outlines the reporting channels for malpractice
- iv. ICT Policy – stipulates how to use ICT hardware and software
- v. Data Protection Policy – stipulates how data will be protected
- vi. Research Ethics and Data Protection Guidelines – outlines procedures for the protection of research participants.

## **10. Monitoring and review**

There will be continuous monitoring and the policy will be reviewed by the Board every year.

AFRICAN POPULATION AND HEALTH RESEARCH CENTER (APHRC)

**REMOTE WORKING POLICY**

I, \_\_\_\_\_(*Print Employee's Name*), have received a copy of the Remote Working Policy dated May 2023, and agree to adhere, at all times, to the stipulated terms. I acknowledge that this guideline forms part of my employment contract with APHRC. I also understand that I shall be subjected to the stipulated consequences, if I fail to adhere to the terms.

**Signed:**

**Date:** \_\_\_\_\_

\_\_\_\_\_

*(Employee Signature)*

*Employer's Copy*