



Flexible Working Guidelines

Purpose

Unitec primarily provides on-campus work spaces for us to carry out our roles however, we recognise that the pride and passion we have for our work is enhanced by flexibility and trust. This document has been designed to guide conversations between managers and staff, as you explore different flexi-work options and arrangements that work for everyone. We've also included some reminders of our Health and Safety and Information Technology requirements and considerations (see appendices).

Principles

These guidelines are to be read in conjunction with [Principles for New Ways of Working](#). Eight (8) principles have been created by our staff to ensure that all ways of working, whether on or off-campus, are aligned to our Te Noho Kotahitanga values and kaupapa.

Definitions

- **Flexi-Place** (Remote working) means working from an Auckland location outside of your usual workplace. This can include working full or partial days from a different office, at home, or at some other Auckland location on a regular or ad-hoc basis. Any regular remote working situations from locations outside Auckland would generally only be approved for a 'short term' exceptional reason, for logistical and operational reasons.
- **Flexi-Time** (Working non-standard office hours) allows you to fulfil your contracted hours in a way that works for you, your leader and the team. An example of this is might be agreeing to starting and finishing earlier or later to accommodate personal circumstances.
- **Three-way win** means finding the balance between (a) your individual preferences for how and where you work best to deliver high quality outcomes (b) a way that best supports your team's ability to achieve, communicate, and socialise, as well as your ability to engage quickly and effectively with other stakeholders, and (c) the organisational need to nurture a culture of collaboration and equity, by having a workable mix of on-campus and online working arrangements to meet the needs of our learners.

Focus on achievement, availability and accessibility

To set ourselves up for success while working flexibly, consider the following:

- **Achievement:** Flexible working arrangements do not in any way mean that the importance of deliverables and deadlines is diminished. Having regular, quality conversations with our line managers, and establishing a structured approach to communicate progress and challenges is essential.
- **Availability:** It remains each of our responsibility to facilitate communication with our colleagues and stakeholders. The foundation of this is to agree on the best communication channels and keep information updated (for example; our out of office messages, status or location settings on all applicable communication tools, as well as crucial emergency contact details such as address, telephone numbers, next of kin). We also need to remain flexible to our organisation's needs and make ourselves available at the workplace as necessary.

- **Accessibility:** We remain visible and accessible for learners (where applicable), our managers and colleagues for planned meetings as well as impromptu discussions which contribute to the department and its operations as a whole.

Where your achievement, availability and/or accessibility may be affected, consider speaking to your manager about taking leave. This might be due to personal circumstances, including:

- activities that require you to be away from the alternate workspace for an extended time;
- Illness that impacts your ability to work; or
- Care of children or other dependents.

Discussion, consideration and approval

Every flexible arrangement will be on an informal basis unless it is confirmed as a permanent/temporary variation of your employment agreement. These arrangements will continue to be reviewed with regular checkpoints to ensure we continue to align with the principles above.

As in other NZ organisations, we are expected to discuss options with our manager and seek agreement in advance. If there are any concerns, the Human Resource Business Partner (HRBP) team is there to support us and our manager with these discussions. Managers will consider fully and approve where the flexi-working arrangement will meet all the agreed principles and can confirm by email, including how and when the arrangement will be reviewed.

We are committed to supporting flexi-working options that empower staff to deliver outcomes in a way that best suits their personal circumstances, wherever possible. But there may be times where we need to look for alternative solutions, if/when we can't accommodate a request.

Intellectual property

Any products, documents and/or records developed during any flexi-working arrangements will be subject to Unitec's [Intellectual Policy](#) and [Guidelines](#).

Confidentiality and access

Equipment and files should only be accessible to ourselves, as the employee. We are expected to safeguard these against any unauthorised access by others in or around our remote working locations. Be aware also of leaving your computer screen unlocked or leaving documents on desks or within sight of anyone coming into your work area/space. Privacy and confidentiality must be protected at all times.

Information Technology (IT) – set up and security

For each individual, consideration will need to be made regarding IT requirements to enable safe and appropriate systems access. Advance notice and planning will be required so allow for plenty of time to get the appropriate support required. Remote working support will be unable to be prioritised over on-campus IT requirements and not all requests may be able to be accommodated. Authorised items may be used both on and off campus (i.e. laptop). Any additional items for use off campus (i.e. chair, keyboard, desk) are our own responsibility to obtain and install. See Appendix B for technical tips on working remotely and security considerations.

Insurance

We need to take particular care with all Unitec property as there are limited insurance options available. Depending on the situation, our department or us, personally may be liable for the cost of lost/stolen laptop or other Unitec assets and equipment (when travelling overseas for approved work purposes, Unitec's travel insurance provides some cover).

Appendix A - Health, safety & wellbeing starts with me

No matter where you work from, health, safety and wellbeing is a shared responsibility between the employer and the employee. When working remotely you are responsible for organising a work area that is appropriately set up to ensure you can work safely. Additional guidance is available from your manager or our Health and Safety team.

To ensure this is the case, your line manager may require a home workplace “risk assessment”. This will include an assessment of:

- The ergonomics of the proposed workstation
- The isolation of the proposed workstation from other distractions
- The suitability of equipment for performance of work
- Cords and electrical safety
- Identification of any other significant risks/hazards that need elimination or minimisation

This may be provided by photographs of the proposed workspace and completion of the risk assessment form.

You will be expected to take responsibility for your flexi-work arrangements on an ongoing basis to:

- Ensure your home workspace is arranged so that it is comfortable and ergonomically sound; noting that any home office requirements (i.e. chair or desk plus things like power, internet, printing, etc) will be at your own cost
- Take regular breaks
- Ensure your workspace is kept clear and free from obstacles or tripping hazards, and is well lit
- Keep in regular communication with your manager and proactively discuss any problems that arise from working from home
- Report and manage any health, safety and wellbeing concerns that arise in your remote workspace
- Consult with your manager or wider team about ways to eliminate or minimise any potential harm if a risk of physical and/or mental health and safety arises

Appendix B – Cyber Hygiene, Security and Flexi-work

Good cybersecurity hygiene that prevents exposure to cyberattacks is possibly more important when working remotely than on campus.

Data management: Use the corporate network (H: Drive and OneDrive) to transfer your data and do not save anything you want to keep safe on your local device. All the data you store on H: Drive and OneDrive is automatically backed up. H:Drive is our primary information storage location that you can access remotely by following [these steps](#). OneDrive is a temporary storage location to be used for work in progress and collaboration projects. Please use OneDrive storage wisely and when back on campus, update H: Drive appropriately.

Know what you need to safeguard: Please ensure you secure your Unitec items, for example:

- Smartphone
- Laptop
- Portable hard drives and USB sticks
- Paper: notebooks and folders
- Contact lists
- Student details

Be safer with a tough password: Apply a strong password (and two-factor authentication if you can) to your home Wi-Fi and your internet modem/router. Do this with any other personal devices too.

Security updates: If Unitec IT laptops and tablets have not been docked on campus for more than 180 days the devices can shut down as a security measure. Please ensure your staff device is regularly brought back to the campus to receive its system and security updates.

Using public Wi-Fi: Refrain from using an unsecure public network (for example, at the library), as you are exposing Unitec's private information. You are also exposing your device to a myriad of attacks.

Develop your security awareness: Be aware of phishing attacks. Cybercriminals are aware that flexi-working is becoming more widely used.

Keep your UserID & Password a secret: When working remotely, protect your User ID & Password.

Security:

- Your work computer is for work – only use it for work and do not allow others to use it.
- We recommend you install an antivirus program on your personal computer.
- Shred those confidential documents or lock them up. Do not put them in the recycle bin.
- Do not save sensitive data to a Portable drive or USB Stick. If you must, make sure that the drive & data are encrypted.
- Do not leave work things in your car that you would not leave on a park bench.
- Know where your smartphone is.

IT Support: The IT Help Desk can be contacted a number of ways, but for **priority** faults we recommend phoning using details below:

- Phone 0800 ASKIMS (275467) or extn 8484
- Self Service – Click on the IT Self Service from under Quick Links on the front page of the NEST (or <https://unitec.saasitau.com/>)
- Email: itsupport@unitec.ac.nz