

**DYFED ARCHAEOLOGICAL TRUST**  
**WORKING AT HOME GUIDELINES**



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## **DYFED ARCHAEOLOGICAL TRUST ("DAT")**

### **WORKING AT HOME GUIDELINES**

DAT's office in Llandeilo is the normal place of work for its staff. It is DAT's policy that members of staff should work in the office whenever possible. The main exception to this is when members of staff are engaged in fieldwork. A further exception may, however, be made when it is advantageous for DAT and/or for the member of staff to work at home.

A member of staff wishing to work at home should make a request in advance to their line manager to do so. This can be done verbally. The following points should be addressed when a request is made to work at home:

- A specific work/tasks programme should be produced by the member of staff and agreed with the line manager.
- Working at home will not normally be permitted on more than two consecutive days.
- Permission will not normally be granted if the member of staff making the request will miss important meetings or telephone calls in the office.
- Can a specific piece of work be carried out more efficiently in a home environment?
- Does the member of staff making the request have specific issues that make it difficult to get to the office such as injury/illness, travel problems, child care?

Home working without agreement in advance is acceptable if unforeseen circumstances arise, such as travel problems or childcare issues. Permission for home working in these circumstances will only be granted if a member of staff making the request can demonstrate that he/she has the means to undertake a specific work programme agreed by their line manager or other senior staff. If this is not possible then time must be accounted for by some other means, such as annual leave. Members of staff making a request for home working on the day must do so as early as is feasible on that day.

Members of staff intending to work at home must inform DAT's administration office in advance, and supply their contact details.