



Right to Request and Remote Working Policy

Version 1.3 – May 2025

Purpose:	<p>The Institute has developed a Right to Request Remote Working policy which sets out the arrangements that will apply with regard to Remote Working arrangements in the Institute.</p> <p>The Institute will deal with each application objectively, fairly and reasonably, in line with the legislation, the procedures set out in the WRC Code of Practice on Remote Working and this policy.</p>
Circulation:	<p>This document is available for all staff to review and will be published on the Institute's website.</p>
Policy Author:	<p>HR Manager</p>
Policy Owner:	<p>Vice President for Finance and Corporate Affairs</p>
Approval Date:	<p>Executive Board: 26 March 2025</p>
Review Date:	<p>As required.</p>

Table of Contents:

Reference	Details	Page
1	Introduction	4
2	Scope of this Policy	4
3	Role Suitability	4
4	Employee Eligibility	4
5	Current De Facto Position re Remote Working	5
6	Making a Remote Working Request	5
7	Responding to a Remote Working Request	6
8	Considering a Remote Working Request	7
9	Changes to a Remote Working Request	8
10	Termination of a Remote Working Arrangement	8
11	Return to Previous Working Arrangement	9
12	Abuse of Remote Working Arrangement	10
13	Protection of Employees from Penalisation	10
14	Raising Concerns	10

Record Keeping	10
Appendix 1 Terms and conditions that apply to Remote Working arrangements for PMSS and Research staff in Dundalk Institute of Technology.	11
Appendix 2 Remote Working Application Form.	
Appendix 3 Safety Health and Welfare at Work Assessment Checklist for Remote Working	
Appendix 4 Monitoring and Reviewing of Remote Working Arrangements Template	

Right to Request Remote Working Policy for PMSS and Research staff – Dundalk Institute of Technology

1. Introduction

Dundalk Institute of Technology is committed to supporting work-life balance working arrangements for our staff on the basis set out in the Work Life Balance and Miscellaneous Provisions Act 2023 and WRC Code of Practice. There is no automatic right to Remote Working and any arrangement entered into must work both for the Institute and the staff member.

We are committed to ensuring compliance with the provisions of the Parental Leave Acts 1998-2023 and the Work Life Balance and Miscellaneous Provisions Act 2023. These should be read in line with employment equality legislation and other existing employee rights and responsibilities.

This policy sets out the arrangements that will apply with regard to Remote Working arrangements in the Institute.

The Institute will deal with each application objectively, fairly and reasonably, in line with the legislation, the procedures set out in the WRC Code of Practice on Remote Working and this policy.

2. Scope of this Policy

This policy applies to all employees who meet the eligibility criteria for Remote Working as set out in the Parental Leave Acts 1998 - 2023 and the Work Life Balance and Miscellaneous Provisions Act 2023 and the WRC Code of Practice. Requests for Remote Working will be agreed on a case-by-case basis based on objective criteria and according to this policy.

Staff will also apply for permission for Remote Working where they wish to continue the current de facto arrangement as outlined in Section 5 below. This is in order to ensure that the Institute is in full compliance with the legislation.

Agreeing to or refusing one request will not set a precedent or create the right for another employee to be granted or refused a similar change to their working pattern. Employees and management are required to be realistic and recognise that flexible and/ or Remote Working arrangements may not be appropriate for all roles or all individuals.

3. Role suitability

In considering any application for Remote Working the suitability of the applicant's role for the working arrangement requested will be considered taking into account the criteria outlined in the relevant legislation and the WRC Code of Practice on Remote Working. The criteria set out in the legislation and Code of Practice are not exhaustive, and the Institute reserves the right to take additional criteria into consideration when assessing the suitability of a given role for Remote Working, as appropriate.

4. Employee Eligibility

All employees have the right to make a statutory request for Remote Working. You can request Remote Working from your first day, but the Institute can delay any arrangement for 6 months from your start date before an approved arrangement can start. A gap in service of less than 26 weeks with the Institute will be discounted for the purpose of assessing whether you have the required 6 months continuous service before a Remote Working arrangement can start.

5. Current De Facto Position re Remote Working

The current arrangements for all Administration/Library staff in relation to Remote Working are outlined in this Section. This is the normal Remote Working arrangement for all PMSS and Technical Staff.

a. Staff on Normal fulltime working week (full hours):

80% of time on Campus and

20% of time working remotely i.e., 4 x Days on Campus and 1 x Day Remote Working

b. For staff on Shorter Working, Reduced working week, Parental Leave, etc. i.e., staff working less than full hours, the following arrangements can be applied:

Where the 20% Remote Working results in a period of less than 1 x working day (of staff member's work pattern), the staff member can be accommodated, where possible, with authority to work remotely for the full day concerned.

It may not be possible to facilitate this current arrangement for all Administration/Library areas of the Institute and Line Managers should contact HR to discuss possible alternative arrangements.

In relation to Technical and Technical Support Services, Line Managers are requested to implement these new arrangements where possible. It is accepted that many such staff are required for face-to-face classes and support to same and arrangements for out of academic year can be considered.

Please note that where staff have been approved by the Institute Occupational Health service to continue working remotely on a full-time basis this arrangement will continue in place. These cases will be subject to review on an ongoing basis with Occupational Health.

Managers should liaise with their various staff and teams and agree working rosters in order to ensure that all offices are staffed daily within this arrangement. **Managers will follow the process as outlined in this policy in relation to all requests for Remote Working including the de facto current arrangement and WILL NOT agree separate blended working arrangements which are not in line with this policy.**

All policies and policy related documents and forms are subject to amendment. Please refer to the HR section on the Institute website.

6. Making a Remote Working Request

The staff member must submit their request for Remote Working to the Institute as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date. A request for Remote Working must be in writing and signed by the staff member (*the Institute's online application satisfies this requirement in line with the WRC Code of Practice on the Right to Request Remote Working*).

All applications must be submitted through CORE ESS on the approved Institute Remote Working Application Form which is available at [HR \(Human Resources\) Forms and Guides at Dundalk Institute of Technology / Human Resources / Professional Services / DkIT - Dundalk Institute of Technology](#) (Copy attached Appendix 2) The staff member must also complete the Remote Working Self-Assessment Form which is available at [HR \(Human Resources\) Forms and Guides at Dundalk Institute of Technology / Human Resources / Professional Services / DkIT - Dundalk Institute of Technology](#) (Copy Attached Appendix 3). The request must include the following information to help the Institute with the decision-making process:

- details of the Remote Working arrangement i.e., how many days and which days requested; and
- the proposed starting and end date of the arrangement, if relevant; and
- Daily work patterns: and
- the specific reasons for requesting Remote Working.

The application must also include:

- details of the proposed Remote Working location (e.g., at home, a work hub) and,
- information on the suitability of the proposed location which should include information on the following, where relevant:
 - the workstation is suitably equipped and configured to enable the employee to perform their role and duties effectively to the required standard;
 - the distance of the proposed remote workplace to the Institute is agreeable to the Institute;
 - a suitable workstation that provides adequate privacy;
 - a commitment to ensuring that Institute data and intellectual property is secure and protected in accordance with Institute policies;
 - an agreement to complying with employee obligations, and to cooperating with Institute obligations in ensuring compliance with the Safety, Health and Welfare at Work Act 2005;
 - an agreement to a risk assessment and, if approved, to make no subsequent substantive changes to the workstation without authorisation;
 - an agreement to demonstrate compliance with, but not limited to, data protection, data security, confidentiality, IT, social media, email, Institute IP policies and measures;
 - the availability of relevant equipment and technology at the proposed location and agreement to ensuring that equipment is used appropriately;
 - confirmation of adequate and secure internet connection to perform the role which may need to be assessed by the Institute's IT department.

Having submitted their request, the staff member must, if asked by the Institute, provide any additional information the Institute may reasonably require in relation to the request.

The Institute will be mindful (as an employee must also be) of its obligations under the GDPR in relation to sensitive personal data which may be involved in Remote Working applications. The staff member can withdraw a request for Remote Working by giving written notice to the Institute.

Please Note: Every Remote Working arrangement is subject to an initial trial period of 2 months. The trial period will allow time for both employees and managers to assess how the arrangement is working. Any issues should be raised/ discussed and dealt with at an early stage through ongoing engagement with their direct Line Manager. A formal review meeting will take place between the manager and the employee at the end of the trial period and any issues arising can be discussed with a view to resolving them (Appendix 4 Monitoring and Reviewing of Remote Working Arrangements Template). An extension of the trial period or termination may be considered if necessary, or if no issues have arisen the arrangement can be signed off.

7. Responding to a Remote Working Request

The Institute, on receipt of a request for Remote Working, will respond as soon as is reasonably practicable, and not later than 4 weeks after receiving the request. If the Institute experiences difficulty assessing the viability of the request, it may extend the 4-week period for a further period up to but not exceeding 8 weeks.

Within 4 weeks of first receiving the request, the Institute will:

- approve the request and this approval must include an agreement prepared and signed by Human Resources and employee setting out the details of the agreed arrangement, the start and end date, if any, of the arrangement; or
- refuse the request by written notice informing the employee that the request has been refused and the reasons for the refusal; or
- provide notice in writing informing the employee that more time is needed to assess the viability of the request setting out the length of the extension.

When the agreement is signed by the Institute and the employee, the Institute will retain the agreement and provide a copy of the agreement to the employee.

8. Considering a Remote Working Request

When the Institute receives a request for Remote Working, the Institute will consider the request, having regard to:

- the Institute operational needs; and
- your reasons for requesting Remote Working; and
- the requirements of the Code of Practice in relation to considering a request.

The Institute will consider all requests for Remote Working in an objective, fair and reasonable manner. The Institute may consider both the suitability of the role for Remote Working as well as the applicant's suitability to work remotely.

In reviewing whether a role is suitable for Remote Working, the Institute will consider the following:

This is a non-exhaustive list and additional factors may come under consideration according to the circumstances of a given application. Equally not all of the below criteria may be relevant in all situations.

Applications will be assessed on a case-by-case basis:

- What type of work does the role entail?
- What are your key duties?
- Can any of the duties which make up the role be undertaken remotely?
- Does the role require a high degree of manual work?
- Does the role include tasks that must be performed or are more efficiently performed on-site?
- Does the role require access to equipment/technologies or data that are only available on-site?
- Does the role require face-to-face engagement with students, clients, or other employees on-site or at other locations?
- Would Remote Working affect the service quality or Institute operations taking into account the number of employees currently on approved leave and/or on approved Remote Working or flexible working arrangements?
- Are there technological solutions to mitigate issues arising from Remote Working?
- Do any health and safety issues arise if activities are undertaken remotely?

In considering whether an employee is suitable for Remote Working, the Institute will consider a number of factors.

The list below is a non-exhaustive list and additional factors may come under consideration according to the circumstances of a given application. Equally not all of the below criteria may be relevant in all situations.

Applications will be assessed on a case-by-case basis:

- Does the employee have the necessary IT skills to complete their required job functions outside of the office?
- Does the employee understand their role and require minimal supervision to complete their tasks?
- Has the employee met the performance standards and requirements of the role?
- Is the employee subject to an extended probation period?
- Is the employee involved in an ongoing disciplinary process or is there a live record of disciplinary action?
- Is the employee subject to a training programme which requires supervision?
- Has the employee demonstrated an ability to meet deadlines or any other business requirements?
- Does the employee understand the need to demonstrate flexibility when required to attend on-site outside of their agreed arrangements in order to meet Institute business needs?
- Does the employee understand that there may be a requirement to participate in team meetings/training/one-to-ones online while working remotely?
- Has the employee maintained a satisfactory attendance record and complied with the Institute's attendance policy?
- Does the employee need to be on-site for learning, development or mentoring purposes?
- Does the employee need to be on-site to collaborate with colleagues in a team environment in a face-to-face setting?

In a situation where the Institute cannot approve the Remote Working arrangement that the staff member has requested, the Institute may engage with them to consider an alternative arrangement, where this is feasible.

Where agreement is reached on Remote Working, the signed agreement by the staff member and the Institute will be appended to their contract of employment and a copy will be retained by both parties.

9. Changes to a Remote Working Arrangement

The Institute and the employee can agree, in writing, a change to a Remote Working arrangement which has already been signed, before or after it has started. A change to an arrangement can be:

- postponing the arrangement or part of it to an agreed date; or
- curtailing the period of the arrangement; or
- varying the arrangement in an agreed way.

10. Termination of a Remote Working Arrangement

The Institute can terminate an approved Remote Working arrangement in certain circumstances, before or after it has started if the Institute is satisfied that the Remote Working would have, or is having, a substantial adverse effect on the operation of its business because of:

- seasonal variations in the volume of the work concerned, or
- the unavailability of a person to carry out the duties of the employee in the Institute, or
- the nature of the duties of the employee in the employment, or
- any other matters relevant to the substantial adverse effect on the operation of the Institute's conduct of business.

In such circumstances the Institute can give an employee written notice of termination of an arrangement after considering the following:

- the needs of the Institute;
- your reasons for applying for Remote Working; and
- the requirements of this Code of Practice in relation to considering termination.

The notice will set out the reasons for termination and specify the date on which the employee must return to their original working arrangement. This date will not be earlier than 4 weeks from the date of issue of the notice of termination unless the date the approved Remote Working arrangement comes to an end, is less than 4 weeks from the date of receipt of the notice.

Where the Institute proposes to give notice of termination, we will:

- notify you in writing of the proposal to terminate the arrangement, and
- include details of the grounds for terminating the arrangement, and

- give you 7 days after receipt of the notice to make representations to the Institute in relation to the proposal, and
- consider any representations made by the staff member before deciding whether to give notice of termination.

When considering termination of a Remote Working arrangement the Institute will consider if the reasons for terminating the arrangement are objective, fair and reasonable. The grounds for the decision will be set out in a clear manner in the notice to help the staff member to understand why the arrangement is being terminated and that the decision has been given consideration. The Institute will also consider in an objective, fair and reasonable manner any representations made by the staff member after they have received the notice.

Where possible, the Institute will engage with the staff member to consider whether any alternative arrangements other than termination may be feasible depending on the particular circumstances of their individual case. If the Institute decides to proceed with terminating the arrangement, the staff member must return to their original working arrangement on the date stated in the notice.

11. Return to Previous Working Arrangement

A staff member can request by written notice, to return to their original working arrangement earlier than had been approved by providing reasons and a proposed date of return. The Institute will consider and give notice within 4 weeks of receipt as to whether the request has been approved or refused and the reasons for any refusal. When considering the request, the Institute will have regard to:

- the needs of the business;
- the reasons that you made the request to return; and
- the WRC Code of Practice on the Right to Request Flexible Working and the Right to Request Remote Working policy relating to considering a request to return.

The Institute will also consider any applicable legal or contractual obligations owed by either party before approving or refusing the employee's request to return to their original work arrangement. If the Institute agrees to the early return, it can propose an alternative date for your return to your original working arrangement. On the expiration of an employee's Remote Working arrangement, they are entitled to return to the original working arrangement that they held immediately before the approval of the Remote Working arrangement.

11. Abuse of Remote Working Arrangement

The staff member must continue to meet all the requirements of their role while they are working remotely. If the Institute has reasonable grounds for believing that an employee is not fulfilling all of the requirements of their role, the Institute can give them notice of termination of an arrangement setting out the reasons for termination and specifying the date on which they must return to their original working arrangement.

Where the Institute proposes to give notice of termination on these grounds, it will first:

- notify the employee in writing of the proposal to terminate the arrangement; and
- include details of the grounds for terminating the arrangement; and
- give the employee 7 days after receipt of the notice to make representations to the Institute in relation to the proposal; and
- consider any representations made by them before deciding whether to give notice of termination.

The staff member will be required to return to their original working arrangement 7 days after receiving notice of termination for abuse of an arrangement.

12. Protection of Employees from Penalisation

The Institute will not penalise any staff member for proposing to or having exercised their rights to make a request for Remote Working or a request to return to a previous working arrangement.

13. Raising Concerns

If a staff member feels that their Remote Working request has not been considered in line with the legislation and/or with the Code of Practice they may contact the HR Office at HR@dkit.ie. If the matter is not resolved through an informal process, the formal Institute Grievance Procedure may be utilised.

14. Record Keeping

The Institute will keep a record of approved Remote Working arrangements taken by employees.

The record will be kept for three years and will include:

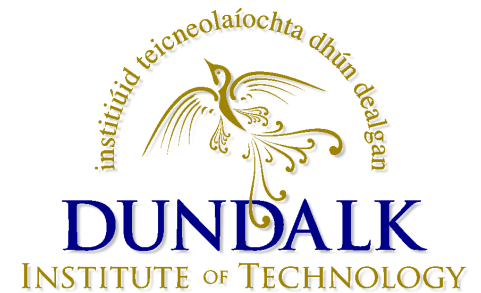
- the period of employment of each employee; and
- the dates on which each employee was on an approved Remote Working arrangement; and
- the number of times each employee was on an approved Remote Working arrangement.

All notices, or copies of notices, given or received by the Institute or employee will also be retained by the Institute and employee for one year.

Issued by

HR Office

Updated 23 May 2025



Terms and conditions that apply to Remote Working arrangements for PMSS and Research staff in Dundalk Institute of Technology.

1. Introduction

Notwithstanding the provisions of this Policy the pattern of attendance on-site will be agreed with the employee's manager to take into account:

- Base days of attendance on-site for the team/department.
- Attendance on-site for core activities which are team meetings, training, collaboration, urgent business needs.
- Standard working hours are 09.00 a.m. to 05.00 p.m. Unless other working hours are agreed (e.g., flexitime) as part of your individual work-life balance working arrangement, employees are expected to be available during these hours. Employees working remotely are still expected to maintain the same working hours and observe the same break and rest entitlements as if they were in the office and should record hours in the same way as per the designated procedures. Employees working remotely must clock in as normal on CORE ESS.

Dundalk Institute of Technology reserves the right to require higher levels of on-site attendance on a temporary/permanent basis depending on Institute needs. This policy does not amend the employee's formal place of work. The Institute will endeavour to provide reasonable advance notice to employees where changes to on-site attendance levels are mandated.

Every Remote Working arrangement is subject to an initial trial period of 2 months. The trial period will allow time for both employees and managers to assess how the arrangement is working. Any issues should be raised/ discussed and dealt with at an early stage through ongoing engagement with their direct Line Manager. A formal review meeting will take place between the manager and the employee at the end of the trial period and any issues arising can be discussed with a view to resolving them. An extension of the trial period or termination may be considered if necessary, or if no issues have arisen the arrangement can be signed off.

2. Health and Safety

As part of moving to Remote Working, you must provide suitable assurance for having and maintaining:

- a safe and secure workplace. Employees are reminded of their responsibility to ensure both their own safety and the safety of others while at work. Employees must complete the Safety, Health, and Welfare at Work Assessment Checklist for Remote Working (Appendix 3) as part of the remote work approval process. By following the guidance provided in this checklist, employees will help ensure that their workstation meets the required health and safety standards. Employees should also familiarise themselves with the Safe Work Practice Sheet ([DkIT SWPS 034 Remote Working](#)), which offers additional guidance on remote working. Furthermore, the Health and Safety Authority (HSA) provides helpful resources on roles, responsibilities, and the remote working risk assessment process through their [HSA Remote Working Guidance](#).
- suitable working conditions at home (workstation, secure container for documents, appropriate Information Systems, data security and confidentiality measures, suitable and reliable WIFI).

- appropriate arrangements with your landlord, insurers (if applicable), etc., to allow working from home. For the avoidance of doubt, any tax or other additional costs as a result of working at home are your responsibility.

Where Remote Working can be facilitated by the Institute, it is subject to the conditions outlined above being met.

3. Environment

It is the responsibility of the Institute to designate a remote workspace, which is a dedicated space in the employee's home. No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

If an employee sustains any injuries in their designated workspace and in conjunction with their regular work duties, they must notify their manager of such injuries as soon as possible. The Institute is not responsible for any injuries to an employee or any third parties outside of the designated workspace or during their non-working time.

If, while working from a designated workspace, an employee experiences technical issues with their computer that prevents them from working remotely, they should notify their manager right away to enquire re support for the issue. The staff member may also be required to attend on campus while the issue is being resolved. If Institute IT systems are affected and remote access is not possible, staff will be required to attend on campus during this time period.

The staff member must not host meetings with other employees, workers or customers in their home.

4. Institute equipment

Any equipment provided by the Institute must be kept safely and securely and under the employee's control when working from home. Institute equipment must be used for Institute work-related purposes only and must not be used by any other member of an employee's household or third party at any time or for any other purpose.

The workspace must have sufficient space to allow the employee to give their full effort and attention to the performance of their duties during working hours in an environment that is free of noise and distraction.

The home workspace must be suitably equipped and configured to enable the employee to perform their role and duties effectively and will typically need to be equipped with the following:

- desk
- chair
- shelving/filing (if applicable)
- secure storage
- suitable lighting and heat
- computer
- telephone
- adequate and reliable internet access.

Where a Remote Working arrangement is agreed, the equipment to be provided will be discussed with the employee prior to the commencement of the arrangement.

The staff member will take reasonable care of any Institute property within their possession and arrange for its secure storage. As per their contractual terms, they agree to return and/or facilitate the return of the Institute's equipment, furnishings and materials when requested, upon the termination of the Remote Working arrangement and/or their employment. Any defects or problems with the equipment must be reported to their direct Line Manager and/or IT Services. In line with its duty to maintain the equipment, the organisation may request the return of its property to facilitate the inspection, maintenance and repair as required. The staff member must return and/or facilitate the return of the Institute's equipment, furnishings and materials within 5 days of receiving a request from the organisation.

5. Flexibility

The Institute expects employees to be flexible to meet Institute needs. For example, if an employee is working in a partial or fully remote manner, they are expected to attend Institute meetings, training and other important events or to travel on business to meet Institute needs if required, even on a normal working from home day.

6. Costs

Staff members are responsible for all utility costs associated with working from home as part of Remote Working, including WIFI, heating and electricity. They are also responsible for travel to office costs. They may be able to claim tax relief or other allowances for any household expenses incurred as a result of working from home. It is each employee's responsibility to apply directly for these where they exist.

You may be able to claim tax relief on additional utility costs when working from home, including electricity, heating and broadband. Employees should refer to the [Revenue website](#) for relevant information on remotely working from home.

7. Compliance with normal Institute policies

When working from home, staff members must continue to comply with all the organisation's normal policies, including, but not limited to:

- The Right to Disconnect.
- Security and Confidentiality.
- Data Protection.
- Dignity at Work.
- Sexual Harassment Policy.
- Occupational Health and Safety (Safety Statement), including accident and incident reporting.
- IT policies.
- Social media policies.
- Absence Management policy.
- Flexitime policy.
- Holiday approval and booking.
- Working hours and rest entitlement.
- Travel and Subsistence policy
- All Institute Grievance and Disciplinary, domestic violence, Equality, Diversity and Inclusion policies continue to apply.
- Code of Conduct.
- Any other relevant Institute policy.

8. Jurisdictional and remote work location

The home workspace must be based in the Republic of Ireland and/or Northern Ireland and you are not permitted to work remotely overseas.

In the case where you plan to move homes, this should be discussed in advance with your direct Line Manager. This is to facilitate a new risk assessment and any other considerations in advance of the move.

9. Time and Attendance

Employees must record their working hours and leave on CORE ESS in the same manner they would in the office as per the designated procedure set down for remote workers.

Employees are expected to maintain the same working hours and observe the same break times/ rest entitlements as their normal place of work. Employees are expected to be available during their normal agreed working hours and to be able to access their laptop within a timely manner as if in their normal workplace.

10. Flexitime

Flexitime will only be allowed for staff who work the current de facto arrangement of 20% Remote Working. Staff with agreement to work in excess will only qualify for flexitime for onsite attendance. In order to qualify for flexitime, staff will be required to clock in 4 times daily as per normal. Staff on days working remotely are required to clock in/out on CORE Portal as the Institute is required to keep a record of working time as per the Organisation of Working Time Act. The Act states that breaks should be as follows:

- Up to 4 hours and 30 minutes worked – a minimum break of 15 minutes
- 6 hours worked or more – a minimum break of 30 minutes

11. Accident and Incident Reporting

Employees are, as with all Institute policies, reminded of the continued importance of reporting any incident or near misses that occur that is related to their hybrid working arrangement and should follow the procedure outlined in the Accident and Incident Reporting Policy.

12. Security & Data Protection

Employees are, as with all organisational policies, reminded of the continued and heightened importance of data protection and privacy rights while working remotely and are referred to in the Institute's policies in this regard in particular those outlined in the Institute's Data Protection, Data Retention, IT, E-mail and social media policies that relate to IT usage and documentation storage.

IT Services may need to assess an employee's access, storage and back-up requirements and make recommendations for the necessary measures and safeguards required to ensure that such measures implemented are appropriate for a hybrid working arrangement. These measures may include, but are not limited to the following:

- Commitment to adhere to IT/data protection protocols, policies and procedures when working remotely.
- Undertake additional IT training on data protection and IT security.
- Keep passwords secure and never share user accounts, passwords or credentials with anyone else.
- Take reasonable care to prevent the loss or theft of mobile devices, laptops and associated IT equipment etc and prevent any unauthorised access to data or systems including paper-based documents.
- Report any loss or theft of mobile devices, laptops and associated IT Equipment etc. to IT Services.
- Maintain strict confidentiality of all data and correspondence, both electronic and manual.
- Equipment and files should only be accessible to the employee and safeguarded from access by other members of the employee's household and visitors.

13. Right to Disconnect

Employees are not expected to work outside their contracted hours when they are working remotely and are encouraged to familiarise themselves with the [WRC Code of Practice for Employers and Employees on the Right to Disconnect](#) and the Institute's Right to Disconnect Policy.

14. Communication Pattern

As part of Remote Working, employees and their direct Line Manager will agree a regular communication pattern, including team meetings and one-to-ones. Employees are expected to be available via multiple communication and collaboration methods (e.g., MS Teams) when working from home. To aid collaboration and communication when working from home, employees must share their work calendars with their supervisors and/or managers and work colleagues as appropriate. Where possible, all meetings must be held with camera on.

14. Performance management

Prior to the commencement of any Remote Working arrangement, the employee and their direct Line Manager must agree and implement a suitable process for managing and monitoring your output and productivity as well as measuring the effectiveness of the Remote Working arrangement. The employee and direct Line Manager must agree specific effectiveness criteria and/or measurements and feedback mechanisms.

15. Meetings

While working remotely, an employee must not use your own home to meet with students, staff or other stakeholders nor should they give out their home address or personal telephone number.

16. Dress code

If a staff member is facilitated with a Remote Working arrangement they are expected to dress in a professional manner when conducting video conferencing calls with colleagues and other stakeholders.

17. Working from home and caring for dependants

Remote/home working is not to be used as a substitute for managing any parental or caring responsibilities that the employee has.

18. Training

Staff members must attend training on-site or complete training via online learning platforms when required, including specific training for employees who work from home.

19. Employee Wellbeing

Staff members are encouraged to take proactive steps to manage the boundaries between work and personal life. The Institute's Right to Disconnect policy provides guidance on disconnecting outside of normal working hours. Employees are also encouraged to access resources from the Institute EAP Service, Institute wellbeing page, etc.

20. Review of this Policy

The Institute reserves the right to alter or amend this policy from time to time and employees will be notified of amendments by way of written notice and/or electronic notice (which may be by e-mail or by notice on the Institute website).

Issued by

HR Office

Update 23 May 2025

Appendix 2

Remote Working Application Form

Section 1 - 4: must be completed by the applicant and then sent by the applicant to their Direct Line Manager by email.

Section 5 - 6: must be completed by the Direct Line Manager, signed by the Head of School/Function/Centre and returned to the applicant.

Section 7: is for HR use only.

All fully completed forms must be sent to HR to HR@dkit.ie. Applications which are not fully completed/do not have the correct signatures or are sent to any other email address will NOT be accepted.

Section 1: Employee Details

Employee Name:	
Staff Number:	
School/Function/Centre:	
Direct Line Manager:	
Job title & Grade:	

Section 2: Application details

Start date:	
End date:	
Please confirm proposed Remote Working location:	
Remote Working day (Start Time, End Time, Breaks, etc.): Please note that the Institute cannot guarantee that any requested arrangement will be facilitated and/or facilitated from the chosen date. Each flexible working request will be assessed against Institute requirements and impact on relevant office.)	
Additional Remote Working Day/s requests:	
Reason for Additional Days	

Section 3 Review of required actions

Confirmation that I have carried out a review of the suitability of the proposed working location, which I have stated above. This includes specific requirements for carrying out the job such as:

- data protection and confidentiality;
- minimum level of internet connectivity;
- health and safety considerations are met, including ensuring the ergonomic suitability of the proposed workspace and any required equipment.

☐ Yes

☐ No

Section 4: Employee Declaration

I confirm that:

- I have had an initial conversation with my Direct Line Manager regarding this application.
- I agree that Remote Working will be granted to me, in the first instance, on a trial basis, after which a decision will be made as to whether to continue the arrangement.
- I have read and understand the Institute Right to Request Remote Working Policy and confirm that I will comply with all the conditions therein.
- I have read and will adhere to the advice on managing health and safety risks.
- I confirm that I have identified a designated, suitable workspace that includes an appropriate chair, workstation, lighting and ventilation. I have *completed the Safety, Health, and Welfare at Work Assessment Checklist for Remote Working (Appendix 3)*, and will participate in the Institute's Remote DSE assessment process.
- I will not make any changes to my workstation without authorisation from my manager
- I understand my obligation to bring any concerns or change of contact details to the attention of my Direct Line Manager/HR.
- I understand I am obligated to comply with all Institute regulations and policies throughout the Remote Working period.
- I understand my obligations regarding GDPR Compliance, the confidentiality and security of all data and information.
- The broadband connectivity in my home/agreed location is adequate to access the Office network and to conduct my work smoothly.
- I am aware that the Institute will not reimburse any additional costs associated with Remote Working.
- I will continue to comply with all of my obligations as an employee, including all legislative obligations, and remain bound by all relevant Institute policies and procedures.
- I confirm that I will not be undertaking any other duties while Remote Working.
- My working hours will not change, unless agreed with my manager.
- I will not work remotely outside of Ireland/Northern Ireland.
- I agree that blended and/or Remote Working is not an entitlement, or term of employment. The arrangement may be terminated at any time, on reasonable notice.
- I accept that blended working must not be used as a substitute for annual leave, sick leave or any other type of leave to which I may be entitled. While blended working may have benefits for persons with caring responsibilities, any caring responsibilities must take place outside of working time.
- I agree that future promotion/transfer opportunities will impact on blended and/or Remote Working arrangements and a new application will have to be raised on assignment to new position.
- I will return all employer's equipment/property to the Institute HR/IT Services upon ceasing the blended and/or Remote Working arrangement, or upon request by management.
- I declare that all information given by me in this application is true and complete.

Employee Signature: _____ **Date:** _____

Section 5: Direct Line Manager Section

Direct Line Manager name:	
Direct Line Manager title:	
Request approved (Yes/No):	
Confirm percentage and day:	
If the above request is denied, please detail the grounds for refusal:	

Section 6: Sign Off

Note: All parties below, in all events must sign this section.

Date:	
Signed: (Direct Line Manager)	
Signed: (Head of School/Vice President)	
Signed: (HR Manager)	

Step 7: HR Declaration

- I am satisfied that this approval is in line with the principles and clauses of the *Remote Working Policy*.
- I am satisfied that this does not adversely affect the service provision of the School/Function/Centre.

Comments (for HR use only):

HR Signature: _____

Date: _____

Safety Health and Welfare at Work Assessment Checklist for Remote Working

Employees must complete the Safety, Health, and Welfare at Work Assessment Checklist for Remote Working (below) as part of the remote work approval process. By following the guidance provided in this checklist, employees will help ensure that their workstation meets the required health and safety standards. Employees should also familiarise themselves with the Safe Work Practice Sheet ([DkIT SWPS 034 - Remote Working](#)), which offers additional guidance on remote working.



HSA
An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

Position Yourself Well 

Visit www.BeSMART.ie

Adjust seat so that:

- ▲ the desk is just underneath forearms; hands, wrists and forearms are parallel to the floor;
- ▲ your thighs are fully supported on the chair and parallel to the floor; use a footrest if needed; and
- ▲ your thighs, knees and back of legs are clear of surfaces.

Sit upright and all the way back in the chair. Sit facing work area. Shoulders relaxed and head naturally balanced.



Adjust monitor so that:

- ▲ the screen is as far away as is comfortable or about an arm's length away;
- ▲ the top of screen is at or slightly below eye level.

Avoid twisting the upper body and position the keyboard and mouse next to each other and near enough so that elbows are close to the body.



Take breaks and stand and/or move frequently

Name:		Date:	
Work Activity:		Location:	<i>Home Office</i>
Manager:		School / Dept.:	

Work Environment

Controls	Yes	No	N/A	Notes
Place of Work				
Is the place of work suitable for the work to be undertaken?				
Lighting				
Is suitable lighting (for example natural, task lighting) available for the type of work being carried out and the employees' vision?				
Is additional task lighting required?				

Heating & Ventilation				
Can temperatures be regulated? (For most people an acceptable temperature for office work lies within the range of 18°C to 23°C).				
Is there adequate ventilation in the remote workplace? Ventilation can be regulated naturally (window or door) or mechanically.				
Electricity				
Is the employee aware that they should check and advise their employer of any defects?				
Is electrical equipment provided to employees used correctly, checked for frayed wires, signs of burns or melting, and is unsafe equipment taken out of use?				
Is there an adequate number of sockets available?				
Safe Access				
Is there safe access to and from the remote workplace?				
Emergency Planning				
Is there a plan in place in case of an emergency?				
Housekeeping				
Is the workstation area clear of trailing cables and other trip hazards?				
Is the employee made aware to keep the area clear?				
Additional Identified Controls				

Work Station

Controls	Yes	No	N/A	Comment/Action
Desk and Workstation				
<p>Is there enough knee clearance underneath the workstation?</p> <p>Is there enough space to allow the employee to change position and vary movements?</p> <p>Is the area clutter free so that the employee can focus easily on the task?</p> <p>Is a document holder required to read documents?</p>				
Chair				
<p>Is the chair provided stable, adjustable in height, allows freedom of movement, and provides lower back support?</p> <p>Is the chair set up so that the forearms are level with the desk?</p> <p>Does the chair have a back rest which is adjustable in height and has the employee been advised to sit back in their seat in order to get good lumbar support?</p> <p>Is the chair provided adjustable to allow feet to rest flat on the floor or a footrest supplied?</p> <p>Is a footrest required?</p>				
Display Screen				
<p>Is the screen positioned to avoid glare and reflection (for example, sit at 90 degrees to a window to avoid glare)?</p> <p>Can the screen swivel and tilt easily?</p> <p>Is the screen positioned so that the top of the screen is at eye level or slightly below and avoids sustained bending of the neck?</p> <p>Is the screen free of reflective glare and are reflections liable to cause discomfort?</p> <p>Is the screen set up at a comfortable distance (for example, arm length away)?</p> <p>Is the image on the screen stable with no flickering?</p> <p>Are the characters on the display screen well defined, clearly formed of adequate size and with adequate spacing?</p> <p>Has the employee been informed that they should relax their shoulders when viewing the screen?</p>				
Keyboard and Mouse				
<p>Is the laptop or PC connected to an external keyboard and mouse?</p> <p>Is a neutral wrist posture maintained when typing (for example, no bending of the wrist)?</p> <p>Can the slope angle of the keyboard be adjusted to allow the employee to find a comfortable position?</p>				

Are the mouse and keyboard within easy reach and is space provided in front of the keyboard?				
Are wrist rests required?				
Musculoskeletal				
Has the employee been advised to change posture frequently and to stand and move at least every 30 minutes?				
Has the employee been advised to avoid back-to-back video calls or online meetings so that they do not sit for long periods of time?				
Does the employee get aches, pains, tingling or pins and needles in the hands, arms, shoulders, neck or back area when using the workstation?				
Communication				
Is a headset / speaker or microphone provided?				
Is a headset / speaker or microphone required for communication?				
Manual Handling				
Is the employee required to conduct manual handling while remote working? (If yes, has that employee been trained)?				
Eye Examinations				
Have employees who use DSE been informed of the provisions for eyesight testing and how to avail of eyesight testing?				
Are eye and eyesight tests provided as needed?				
Does the employee regularly suffer from blurred or poor vision, sore eyes or headaches while using the display screen equipment?				
Other Considerations				
Has the assessment of workstation including display screen equipment (DSE) and work equipment considered the needs of sensitive workers including those with disabilities?				
Has the employee been provided with information and training to ensure they can carry out their work safely?				
Where the employee has more than one remote working location, have additional supports, guidance and training been provided to assist them to set up at other remote working locations?				
Additional Identified Controls				

Consultation, communication and incident reporting

Controls	Yes	No	N/A	Comment/Action
Consultation and Communication (<i>Refer to HR Remote Working Policy</i>)				
Are arrangements in place to consult with employees?				
Are there arrangements in place for keeping in contact, and is the employee informed of these?				
Is there an established means of contact for communicating and providing updates (for example, via phone, web or email as required)?				
Can employees report safety and health issues (for example, health related issues, workload, faulty equipment etc.)?				
Are arrangements in place to report psychosocial issues (for example, work related stress, difficulties maintaining boundaries between home and work, social isolation, managing change in work, bullying etc.)?				
Incident Reporting (<i>Refer to DkIT Accident Incident Reporting Procedures / HR Remote Working Policy</i>)				
Has the employee been advised of the procedures for reporting any work-related incidents, (for example, musculoskeletal discomfort)?				
Additional Identified Controls				