
Remote Work Policy for Whizdom Contractors

Whizdom would like to provide assurance to our contractors that we are prepared should the local impacts of Covid-19 change. Our aim is that support for our contractors continues to be provided with no, or minimal, disruption.

Whizdom have a business continuity plan in place to ensure our contractors needs will be addressed, and our operations continue to be provided with no, or minimal, disruption.

Change to Working Conditions

If your working conditions change or you have been requested by the client or Agency to work from home or a remote location, it is your responsibility to advise Whizdom as soon as possible via admin@whizdom.com.au along with the written directions and communication you have received from the client or Agency which we are trying to correlate.

Working from Home WHS

A client or Agency may request contractors who can perform their roles from home and have the appropriate IT access conduct their role from home.

Once Whizdom have received confirmation from both contractor and client, Whizdom will provide the contractor with a link to WorkPro 'Working from Home Safely' module, a safety 'checklist' and the 'Privacy' module.

These modules are designed and built by our workforce compliance partner, WorkPro for the impacts of Covid-19. These modules are used to ensure that all staff regardless of whether they have agreed to regular working from home arrangements already or are directed to work from home for a limited period for any reason, remain safe and healthy.

Stand Downs

If the client or Agency is directed to close to protect the health and safety of the workforce or customers (and your role can not be performed from home) a stand down period without pay may be implemented. This will always be dealt with based on the individual circumstances of the area and direction of the client or Agency.

We would expect for contractors the default position is if you are not working, you will not be paid unless advised otherwise by the client or Agency.

We encourage you to have discussions with the client or Agency regarding the possible length of the stand down period and if different conditions for contractors apply in these circumstances, as further information is released from Government Departments.

Continuing to Work Onsite

Contractors working onsite are to observe the reasonable instructions for health and hygiene of the location. The situation is changing rapidly so it is best to stay up to date regarding the hygiene and health standards, please refer [Department of Health](https://www.health.gov.au) website for guides and advice on:

- Good hygiene
- Self-isolation; and
- Social distancing

It is your responsibility as the contractor to inform Whizdom and the client or Agency immediately if:

- a) You have tested positive for Covid-19
- b) Practising self-isolation or have been exposed to a potential case
- c) Undertaken any recent international travel

Timesheets and Payment of Wages

Whizdom have the technology and capability to work remotely and we have the business continuity planning in place to ensure our contractors needs will be addressed.

If you are required to work from home and do not have access to the client's timesheet/payment system we are able to provide a timesheet and work with you and client on best practice procedures for approval of timesheets and invoices. It is still important and legal requirement to maintain accurate records as required and deemed by clients.

The Client or Agencies Review of the Covid-19

It will be the responsibility of the client or agency to manage the workforce in relation to the current responses to the Covid-19 outbreak. The client or agency will make the decision on the change in working conditions for the workforce. Whizdom will continue to support our contractors and clients as the decisions unfold

If the decision by the client or agency is for contractors to work from home where they can, the client or agency and the contractor will be responsible for the following:

- Productivity and output
- Time management
- Security and IT access
- Communication
- All other working arrangements as per the contractor's signed Contract and Work Order from the client

If a contractor is required to use Client or Agency assets e.g. Laptops, the contractor will need to agree and sign any policies and procedures in place by the client or agency.

The client or agency is responsible for managing the policies and procedures that relate to security, assets, workload and any other requirement for the contractor to work from home.

Support for Contractors when Working from Home

Lastly, we understand the impact of COVID -19 can cause concern so if you are experiencing anxiety please access our free and confidential EAP service [AccessEAP](#) on 1800 818 728.

Thank you for your support during this time. If you have specific questions regarding the emerging situation, please do not hesitate to contact your Contractor Care Manager at admin@whizdom.com.au

Updates

Given the current rate of new and changing information, this document is subject to change.

Current Version Number	2020.1
Amendment date	20 March 2020