

How to: work from home



Could you ask your employer to promote working from home on Clean Air Day? Scotland generally has good air quality, but during the national COVID-19 lockdown we experienced large scale improvements in air quality as people cut down on vehicle use. Let's keep up the momentum and keep our air clean.

Road transport is the biggest contributor to nitrogen dioxide pollution in the UK. By not driving to and from work every day, you can cut your contribution to air pollution. All employees have the legal right to request flexible working, which includes working from home some or all of the time.

- 1 Write to your employer and explain why you want to work from home
- 2 Your employer must make a decision within 3 months
- 3 If your employer agrees, they must change the terms and conditions of your contract



- 4 If your employer disagrees, they must explain the business reasons for refusal
- 5 Work with your Human Resources department to ensure you have the right equipment for effective working at home.

For more guidance visit:

- www.gov.uk/flexible-working
- www.acas.org.uk/media/pdf/7/r/Homeworking-a-guide-for-employers-and-employees.pdf
- www.citizensadvice.org.uk/work/rights-at-work/flexible-working/flexible-working-how-to-make-a-request/
- www.unison.org.uk/content/uploads/2017/06/Homeworking-GuideJune2017.pdf

What are the advantages of working from home?



There are multiple benefits to working from home that you might like to discuss with your colleagues, such as:

Cut car miles and pollution	Cutting 1 in 5 commutes would reduce 11.3 billion miles of car driving, and see an associated reduction in carbon emissions of approximately 3.3m tCO ₂ e.
Reduce the number of sick days taken	Air pollution is responsible for an estimated 6 million sick days each year and is expected to cause 2.4 million new cases of disease in England by 2035
Increase productivity	67% of people who work from home feel they're as or more productive at home compared to the office.
Reduce overhead office costs	Studies show companies could save £5,746 per desk if reduced office space is needed.
Boost morale in a team	Allowing employees to work at home shows leadership and trust by giving people more choice and control over their hours.
Lower the impact of stress or personal issues	Employees with a better work-life balance report improvements in health and wellbeing.
Give employees time back	Employees commute for an average of 57 minutes per day. Working from home would give them this time back for work or leisure.
Retain skills and experience in the team	Instating a work from home policy will encourage team members, who may have otherwise have left, to stay, keeping vital skills and experience on board.
Improve employee retention	Allowing home working can help retain working parents with childcare responsibilities.
Access a wider pool of applicants	For example, disabled people who may prefer to work from home.

To get involved in Clean Air Day and learn more about how air pollution could be affecting you and your family's health, visit cleanairday.org.uk/scotland or search #CleanAirDay. Due to Covid-19, please ensure that any activities you undertake meet with your government's guidelines.