

## Expenses and equipment

You should consider any extra costs employees might have when working from home. Discuss who will pay these costs with employees and their representatives.

Common expenses include paying for equipment.

[Find out more about homeworking expenses on GOV.UK](#)

## Equipment and technology

Your staff might need equipment and technology to work from home. Having the right equipment can help avoid stress.

You should regularly review how equipment and technology is working, and agree with your staff and their representatives:

- what's needed to do the job – for example, a reliable and secure internet connection, or a suitable desk and chair
- who will provide or pay for equipment and repairs
- what technical support and training is needed – for example, to set up any new equipment or technology

You should also consider day-to-day issues, for example:

- how to report any issues and to whom, for example the IT team
- how they will monitor use and handle information
- rules around data protection and information security
- what to do if a work device is lost or stolen

You must protect staff from any health risks from using 'display screen equipment' – for example, computers, laptops or smartphones.

[Find out about working safely with display screen equipment from the Health and Safety Executive \(HSE\)](#)

## More about working from home and hybrid working

When thinking about managing staff, you should also consider:

- [flexible working requests](#)
- [wellbeing when working from home](#)
- [home and hybrid working policies](#)