**3. Remote Work Policy**

**Title:** Remote Work Policy  
**Purpose:** To outline expectations for employees working remotely.  
**Policy:**

* Remote work arrangements must be approved by the employee’s manager.
* Employees must maintain a professional work environment, free of distractions.
* All work-related communication must occur through approved channels.
* Organizational devices must be used for work-related activities; personal devices are not allowed unless explicitly approved.
* Employees must ensure the security of organizational data, including using VPNs and secure networks.
* Employees can work up to 2 days per week from home but can request additional time due to family reasons.
* Employees must complete an OHS checklist that verifies that their home office meets a high standard.