Remote Work Policy

TechCorp Solutions supports flexible work arrangements including remote work options to promote work-life balance and accommodate diverse employee needs. This policy establishes guidelines for remote work eligibility and expectations.

Eligibility for remote work is determined based on job function, performance history, and managerial approval. Core functions requiring on-site presence may not be eligible for full remote arrangements.

Remote employees must maintain reliable internet connectivity and a dedicated workspace that ensures privacy and minimizes distractions. The company may provide equipment stipends to support remote work setups.

Core working hours are maintained regardless of location, with flexibility for start and end times within established parameters. Regular team meetings and collaboration sessions ensure continued connectivity with the organization.

Productivity is measured by deliverables and results rather than hours worked. Remote employees are expected to maintain the same level of performance and accountability as on-site employees.

Communication protocols include regular check-ins, use of collaboration tools, and clear expectations for response times. Video conferencing is preferred for important meetings to maintain personal connections.

Security requirements include use of company-approved devices, VPN access for sensitive work, and adherence to data protection policies. Personal devices may be used only with explicit approval and proper security measures.

Expense reimbursement covers reasonable home office costs including internet, utilities, and office supplies. Receipts must be submitted monthly for reimbursement processing.

Performance evaluations include assessment of remote work effectiveness, including ability to collaborate virtually and maintain team cohesion. Regular feedback helps identify areas for improvement.

This policy may be updated based on business needs and technological advancements. Employees are notified of changes and provided training as needed.