

**THE CASE FOR GROWTH**

# **Remote Work Policy Template**

Comprehensive policy for hybrid and remote team management

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# Remote Work Policy

## 1. Eligibility

All full-time employees are eligible for remote work after [X] months of employment, subject to role requirements and performance standards.

## 2. Work Schedule

- Core hours: Available 9am-3pm [Your timezone]
- Flexible hours outside core time
- Must attend all scheduled meetings
- Advance notice required for schedule changes

## 3. Technology Requirements

- Secure, reliable internet connection (minimum [X] Mbps)
- Dedicated workspace with minimal distractions
- Required software: [List]
- VPN required for accessing firm systems
- Two-factor authentication mandatory

## 4. Communication Standards

- Respond to messages within 2 hours during work hours
- Camera on for client and team meetings
- Update status in [communication tool]
- Daily check-in with supervisor

## 5. Security & Confidentiality

- No work in public spaces without VPN
- Lock computer when away
- Shred physical documents
- Report security incidents immediately

## 6. Performance Expectations

Remote work is a privilege, not a right. Performance must meet or exceed standards. Managers will conduct regular check-ins and annual reviews of remote work arrangements.