

Remote Work and Flexible Working Policy

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Effective Date: January 15, 2024

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Department: Human Resources

Approval Authority: Chief People Officer

1. Policy Overview

This policy establishes guidelines for remote work and flexible working arrangements at TechCorp Industries. Our goal is to support work-life balance while maintaining productivity, collaboration, and business continuity.

2. Scope

This policy applies to all full-time and part-time employees who have completed their probationary period (90 days) and whose roles are deemed suitable for remote work.

3. Eligibility Criteria

3.1 Role Requirements

- Position can be performed remotely without significant impact on team collaboration
- Role does not require regular physical presence for equipment operation or in-person customer service
- Employee has demonstrated consistent performance and self-management capabilities

3.2 Employee Requirements

- Minimum 6 months of tenure in current role
- Satisfactory or above performance rating in most recent review
- No active performance improvement plans
- Manager approval required

4. Remote Work Arrangements

4.1 Hybrid Model (Recommended)

- 2-3 days in office, remainder remote
- Core collaboration days: Tuesday and Thursday (all teams encouraged to be in office)
- Flexibility to adjust based on project needs and team preferences

4.2 Fully Remote

- Available for roles with minimal in-person requirements
- Requires VP-level approval
- Must attend quarterly in-person meetings
- Maximum 4 consecutive weeks remote without office visit

4.3 Occasional Remote Work

- Up to 2 days per week without formal arrangement
- Manager notification required 24 hours in advance
- Not available during critical project phases or deadlines

5. Work Hours and Availability

5.1 Core Hours

- Employees must be available during core business hours: 10:00 AM - 3:00 PM (local time zone)
- Respond to messages within 2 hours during core hours
- Attend all scheduled meetings unless excused

5.2 Time Tracking

- Remote employees must use the company time tracking system
- Log start time, breaks, and end time daily
- Overtime requires pre-approval from direct manager

6. Equipment and Technology

6.1 Company-Provided Equipment

- Laptop computer
- Monitor (upon request for full-time remote workers)
- Headset for video calls
- VPN access and security software

6.2 Employee Responsibilities

- Maintain secure home office workspace
- Ensure reliable high-speed internet (minimum 25 Mbps download, 5 Mbps upload)
- Protect company equipment from damage or theft
- Report technical issues immediately via IT helpdesk

6.3 Prohibited Actions

- Using company equipment for personal business ventures
- Allowing family members to use company devices
- Installing unauthorized software
- Accessing company systems from public Wi-Fi without VPN

7. Security and Confidentiality

7.1 Data Protection

- All company data must be stored on approved cloud platforms or encrypted devices
- No printing of confidential documents at home
- Secure disposal of any physical documents (shredding required)
- Lock screens when away from workstation

7.2 Privacy

- Background during video calls should be professional or use virtual backgrounds
- Ensure conversations cannot be overheard by household members during confidential calls
- Use headphones for sensitive discussions

8. Performance Expectations

8.1 Productivity Metrics

- Remote workers are evaluated using the same performance standards as in-office employees
- Deliverables and deadlines remain unchanged
- Regular check-ins with manager (minimum weekly)

8.2 Communication Standards

- Respond to emails within 24 hours
- Update calendar with availability and time off
- Participate actively in team meetings

- Over-communicate project status and blockers

9. Expenses and Reimbursement

9.1 Company-Covered Expenses

- Internet stipend: \$50/month for full-time remote workers
- Ergonomic equipment (up to \$300 annually with manager approval)
- Home office furniture (up to \$500 one-time for permanent remote workers)

9.2 Non-Reimbursable Expenses

- Utilities (electricity, heating, cooling)
- Home office rent or mortgage
- Personal phone plans
- Coffee, snacks, or meals

10. Health and Safety

10.1 Ergonomic Workspace

- Employees must maintain a dedicated workspace
- Proper desk and chair setup recommended
- Regular breaks encouraged (5-10 minutes every hour)
- Company offers virtual ergonomic assessments

10.2 Work-Related Injuries

- Report any work-related injuries immediately to HR
- Workers' compensation coverage applies to home office during work hours
- Must provide details of workspace setup if injury occurs

11. Modification and Termination

11.1 Policy Changes

- Management reserves the right to modify this policy with 30 days notice
- Business needs may require temporary return to office
- Individual arrangements can be adjusted with 14 days notice

11.2 Termination of Remote Work Privilege

Remote work arrangements may be terminated if:

- Performance declines below satisfactory levels
- Communication or availability issues arise
- Security policies are violated
- Business requirements change

11.3 Appeal Process

- Employees may appeal decisions through HR
- Appeals must be submitted within 10 business days
- Final decision made by department VP

12. Special Circumstances

12.1 International Remote Work

- Not permitted without explicit VP and Legal approval
- Tax and legal implications must be reviewed
- Must comply with local labor laws

12.2 Temporary Remote Work

- Available for medical reasons with doctor's note
- Childcare emergencies (up to 3 days, manager discretion)
- Severe weather or transportation disruptions

13. Manager Responsibilities

Managers of remote employees must:

- Conduct regular 1:1 meetings (minimum weekly)
- Set clear expectations and deliverables
- Ensure equitable treatment of remote and in-office staff
- Monitor work hours and prevent burnout
- Facilitate team building and inclusion

14. Contact Information

For questions regarding this policy:

- **HR Business Partner:** hrremotework@techcorp.com
- **IT Support:** itsupport@techcorp.com | Ext. 5500

- **Policy Owner:** Sarah Mitchell, Chief People Officer | sarah.mitchell@techcorp.com

15. Acknowledgment

All employees must acknowledge receipt and understanding of this policy through the HR portal within 30 days of hire or policy update.

Revision History:

- v1.0 (March 2020): Initial policy created
- v1.5 (June 2022): Added hybrid model options
- v2.0 (January 2024): Updated equipment stipends and security requirements
- v2.1 (January 2025): Clarified core hours and international work restrictions