

Company Name

Teleworking (Remote Working) Policy

Month – 2022

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Teleworking (Remote working) Policy

Overview

Remote working technologies require special protection because they are vulnerable to additional risks, vulnerabilities, and threats. As a result, when employees working remotely, they must be aware of preventive measures to protect COMPANY assets and network infrastructure. This policy addresses remote working risks and preventive measures that must be implemented.

Purpose

The purpose of this policy is to ensure that security controls are in place when accessing sensitive data, networks, or computing resources at the COMPANY. As a result, this policy defines the roles and responsibilities of individuals who work remotely. Teleworking is also referred to as "remote working."

Scope

This policy applies remote workers such as all employees, managers, stakeholders, third-party, and individuals.

Policy

Privileges and Agreement

- All remote workers must be approved by their respective managers or the IT department.
- All COMPANY employees / individuals who have been granted permission to work from home or a remote location must sign a contract abide to follow all COMPANY policies, standards, and guidelines. The contract should have been reviewed and signed at least once a year.