Remote Work Policy - 2024

Company Policy: Remote Work Guidelines
Effective Date: January 1, 2024
Version: 2.0

PURPOSE:
This policy establishes guidelines for remote work arrangements to ensure productivity, security, and work-life balance for all employees.

SCOPE:
This policy applies to all full-time and part-time employees who are approved for remote work arrangements.

ELIGIBILITY:
Employees must meet the following criteria:
- Completed 90-day probationary period
- Satisfactory performance reviews
- Role suitable for remote work
- Manager approval required

WORK ARRANGEMENTS:

Fully Remote:
- Work from home 5 days per week
- Quarterly in-office meetings required
- Must be available during core hours (10 AM - 3 PM local time)

Hybrid:
- Minimum 2 days in office per week
- Flexible scheduling with manager approval
- Team collaboration days: Tuesdays and Thursdays

EQUIPMENT AND TECHNOLOGY:
Company Provided:
- Laptop computer
- Monitor (if requested)
- Keyboard and mouse
- VPN access

Employee Responsibility:

- Reliable internet connection (minimum 25 Mbps)
- Quiet, dedicated workspace
- Proper lighting for video calls

SECURITY REQUIREMENTS:
- Use company VPN for all work activities
- Enable full disk encryption
- Use strong passwords and 2FA
- Never share credentials
- Report security incidents immediately

COMMUNICATION EXPECTATIONS:
- Respond to emails within 4 hours during work hours
- Attend all scheduled meetings
- Keep calendar updated
- Use video for team meetings

PERFORMANCE METRICS:
Remote employees will be evaluated on:
- Quality of work output
- Meeting deadlines
- Communication responsiveness
- Team collaboration

TERMINATION OF REMOTE WORK:
Remote work privileges may be revoked if:
- Performance declines
- Security violations occur
- Business needs change
- Policy violations

For questions, contact HR at hr@company.example.com