

Intern remote work policy

This intern remote work policy template is ready to be tailored to your company's needs and should be considered a starting point for setting up your intern work from home policies.

Policy brief & purpose

Our intern remote work policy outlines our guidelines for interns who work from a location other than our offices. We want to ensure that both student employees and our company will benefit from these arrangements.

Remote working that works

To ensure that performance will not suffer in remote work arrangements, we advise our remote interns to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as necessary to complete their job duties effectively.
- Interns and managers should determine long-term and short-term goals. Encourage frequent meetings (either online or in-person when possible) to discuss progress and results.

Compliance with Policies

Our remote interns must follow our company's policies just as our full-time employees do. Examples of policies that all employees should abide by are:

- Attendance.
- Social media.
- Confidentiality.
- Data protection.
- Employee Code of Conduct.
- Anti-discrimination/Equal opportunity.
- Dress code when meeting with customers or partners.