MEMORANDUM

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| TO: | STAFF |
| FROM: | [Your Name/Department] |
| DATE: | [Current Date] |
| SUBJECT: | work from home policy |

PURPOSE: Implementation of a Formal Work From Home (WFH) Policy for the Staff  
  
This memo details the new formal Work From Home (WFH) policy implemented by the organization effective immediately. This policy outlines the approach to hybrid work arrangements, replacing the previous ad-hoc approach, ensuring consistency, clarity, and manageability for both staff members and management.  
  
DETAILS OF THE POLICY (HYBRID/HYBRID+ MODEL):  
  
This policy establishes a structured Hybrid work model, allowing eligible staff to combine working from alternative locations (primarily home) with working on-site some or all of their scheduled work days, contingent upon operational requirements and team needs.  
  
1. \*\*Eligibility:\*\* Eligibility for utilizing WFH days will be determined on a case-by-case basis and approved by your direct manager. Initially, this policy will typically apply to exempt (salaried) staff whose roles can be effectively performed outside the traditional office environment. Non-exempt (hourly) staff may be considered on a more limited basis, subject to operational needs and manager approval.  
2. \*\*Frequency:\*\* The policy generally allows for a minimum of two (2) days per month (or an equivalent number of hours/phased withdrawal, determined by the manager) to be scheduled as WFH days.  
3. \*\*Location:\*\* Designated WFH days refer specifically to working from your home office or another approved, fixed location of your choice (subject to discussion with management if applicable). Sporadic or occasional remote work, conducted primarily from the office with occasional days worked unsupervised at home, is not considered an WFH day under this formal policy structure.  
4. \*\*Scheduling:\*\* Staff are encouraged to proactively coordinate their WFH schedules with their team leaders and managers, with as much notice as reasonably possible, to ensure ongoing operations are not negatively impacted. Scheduling may need to be considered on a weekly basis, or more frequently as needed.  
  
KEY EXPECTATIONS AND RESPONSIBILITIES OF STAFF:  
  
Adherence to the WFH policy is crucial for maintaining productivity and effective management. All staff are expected to:  
  
1. \*\*Maintain Productivity and Performance:\*\* Fulfill all job responsibilities to the expected standard, regardless of the work location. Your performance will be evaluated based on results and contributions, not physical presence.  
2. \*\*Adhere to All Relevant Policies:\*\* You remain responsible for complying with all company policies, including but not limited to Code of Conduct, Confidentiality, Data Security, and Anti-Harassment policies. This extends to your home environment.  
3. \*\*Availability and Communication:\*\*  
 \* Be available to respond to communications during your scheduled standard work hours, just as you would if you were physically present.  
 \* Participate fully in all required meetings and team activities, joining virtually as scheduled.  
 \* Maintain professional communication standards through email, phone, instant messaging, and video conferencing (Teams, etc.).  
4. \*\*Professional Workspace:\*\* Provide a quiet, dedicated, and professional workspace suitable for focused work.  
5. \*\*WFH Schedule Management:\*\*  
 \* Ensure your Wi-Fi and other necessary internet services are reliable.  
 \* Clearly schedule your WFH days in your calendar (e.g., Outlook or Google Calendar) and share with your manager and key team contacts if appropriate, to facilitate planning.  
 \* Communicate any known absences (illness, appointments impacting days) [Specify notice period, e.g., 4 hours] in advance.  
 \* Inform management if you anticipate needing to cancel or reschedule a planned WFH day.  
6. \*\*Time Tracking:\*\* Accurately record and submit timekeeping information as per standard procedures. Time spent working remotely is compensated accordingly but is not eligible for partial day pay/illness benefits under the New Sick Pay scheme unless meeting its specific criteria.  
7. \*\*New Sick Pay Scheme:\*\* [Placeholder: Insert specific reference or explanation if your organization has a distinct New Sick Pay scheme for remote vs. in-office time. If not, remove this sentence or adapt its text.] Time worked remotely falls under standard absenteeism and sick pay rules. Misrepresentation of home environments should not be considered as sick absence.  
  
HOME OFFICE EQUIPMENT AND TECHNICAL SUPPORT:  
  
The organization will equip staff participating in the formal WFH policy with necessary hardware and software licenses (e.g., desktop/laptop, keyboard, monitor/mouse, headset, required software subscriptions). Your manager will handle the allocation of resources.  
  
Staff are responsible for the proper use and basic maintenance of assigned equipment. A standard process for reporting hardware or software issues on the home office device will be available for prompt resolution.  
  
SECURITY AND DATA MANAGEMENT:  
  
Given the increase in remote access, adherence to the organization's Data Security Policy is paramount when working from home. Specific expectations include:  
  
1. The use of approved Company-approved Virtual Private Network (VPN) services for accessing sensitive systems or data on your home network.  
2. Maintaining the confidentiality of company information handled outside the office (printing or writing sensitive data on company paper only if absolutely unavoidable, and securely disposing of).  
3. Locking computer screens and securing stored devices when unattended in your home office.  
4. Ensuring physical security for personal devices (e.g., smartphones) or any devices used for business if connecting out to the Company network via mobile hotspots (strongly discouraged, use only approved Company VPN).  
5. Familiarizing yourself with the guidelines for sharing screens or data externally during remote work meetings, adhering strictly to data privacy rules.  
  
SUPPORT AND RESOURCES:  
  
This policy is accessible via the staff intranet/[specific platform] under "[Hypothetical policy location]". Should you have questions or need clarification regarding this policy, please direct them to your direct manager.  
  
The IT department and relevant HR contacts are available to assist with technical or personal issues arising from WFH arrangements.  
  
This formal Work From Home Policy is effective immediately and supersedes previous guidelines for remote work. Please have a review with your manager by [mention timeframe, e.g., the end of the week/next meeting cycle] to discuss the policy details and establish your approved WFH schedule for the upcoming period.  
  
We encourage feedback and believe that clear policies are essential for a balanced and efficient work environment. Your input will help shape the ongoing success of this transition.  
  
Please consult the detailed policy document for further information and an appendix outlining the acceptable use and configuration standards (to be distributed/linked). We will provide more specific guidance and the formal document soon via email.  
  
Departments involved will be updating associated templates and systems in the coming weeks. Thank you for your commitment to flexibility and productivity.