

Remote Work Policy

Effective Date: April 7, 2025

Last Revised: April 7, 2025

Policy Owner: Human Resources Department

Purpose

This policy establishes guidelines for employees working remotely to ensure productivity, collaboration, and compliance with company standards while providing flexibility in work arrangements.

Scope

This policy applies to all [Company Name] employees who work remotely on a regular, hybrid, or occasional basis.

Eligibility

Remote work arrangements may be approved based on:

- Job responsibilities and requirements
- Department operational needs
- Employee performance history
- Technical feasibility
- Manager discretion and approval

Not all positions are suitable for remote work. Eligibility is determined on a case-by-case basis.

Remote Work Arrangements

Types of Remote Work

1. **Regular Remote:** Employee works remotely full-time with minimal in-office presence required
2. **Hybrid Schedule:** Employee splits time between remote and in-office work on a predetermined schedule
3. **Occasional Remote:** Employee works remotely on an as-needed basis with manager approval

Approval Process

1. Employee submits Remote Work Request Form to their direct manager
2. Manager evaluates request based on eligibility criteria
3. If approved, HR documents arrangement details
4. Arrangement is subject to periodic review and may be modified or discontinued

Work Expectations

Hours and Availability

1. Remote employees must maintain their regular work schedule unless alternative arrangements are approved
2. Employees must be accessible during core business hours (typically 9:00 AM - 3:00 PM local time)
3. Employees must attend all required meetings virtually or in person as needed
4. Changes to availability must be communicated to the manager in advance

Performance and Productivity

1. Remote employees are held to the same performance standards as in-office employees
2. Regular check-ins with managers will be scheduled to discuss progress and address any issues
3. Performance will be measured based on output and achievement of objectives
4. Poor performance may result in modification or termination of remote work privileges

Equipment and Technology

Company-Provided Equipment

1. Standard equipment provided may include: laptop, keyboard, mouse, headset
2. Additional equipment needs will be evaluated on a case-by-case basis
3. All equipment remains the property of [Company Name] and must be returned upon termination of employment or remote work arrangement

Technology Requirements

1. Reliable high-speed internet connection (minimum 25 Mbps download/5 Mbps upload)
2. Secure work environment that meets company information security standards
3. Use of VPN when accessing company systems
4. Compliance with all IT security policies

Workspace Requirements

Remote employees must maintain a dedicated workspace that:

1. Is safe and ergonomically sound
2. Provides appropriate privacy for confidential information
3. Is free from excessive noise and distraction
4. Allows professional video conferencing appearance

Expenses and Reimbursement

Eligible Expenses

1. Office supplies necessary for job duties
2. Business-related phone and internet costs (per established guidelines)
3. Pre-approved equipment or furniture

Ineligible Expenses

1. Utilities (electricity, heat, water)
2. Home maintenance or modifications
3. Non-work-related equipment or supplies

All expenses must be pre-approved and submitted with appropriate documentation per the company expense policy.

Information Security and Confidentiality

Remote employees must:

1. Adhere to all company information security policies
2. Ensure confidential information is protected from unauthorized access
3. Secure their workspace when not in use
4. Report any security incidents immediately
5. Use only approved software and tools for business purposes

Health and Safety

1. Remote employees must maintain a safe home workspace
2. Work-related injuries that occur in the home office must be reported immediately
3. Company liability is limited to injuries occurring within the scope of employment

4. The company reserves the right to inspect the home office for safety compliance with reasonable notice

Termination of Remote Work Arrangement

Remote work arrangements may be modified or terminated at any time due to:

1. Business needs
2. Performance concerns
3. Policy violations
4. Employee request
5. Changes in job responsibilities

Policy Review

This policy will be reviewed annually and updated as necessary.

For questions or concerns regarding this policy, please contact Human Resources at hr@companyname.com.