Remote Work Policy

Acme HR

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# Remote Work Policy

## Purpose

This policy outlines the company’s approach to remote work, eligibility, expectations, and security requirements.

## Scope

All full-time and part-time employees are eligible for remote work, subject to manager approval.

## Policy

* Employees may work remotely up to **three days per week**.
* All remote work must be performed from a *secure location*.
* Employees must be available during core business hours (9am-5pm).
* Company data must be accessed only through secure, company-approved devices.
* All confidential information must be protected in accordance with company policy.
* Flexible hours are permitted with manager approval.

### Internationalization

* Special characters: üöäß
* Chinese: 远程办公

## Equipment

Table:

| Item | Provided by Company | Notes |
| --- | --- | --- |
| Laptop | Yes | Windows or Mac |
| Monitor | Yes | 24” minimum |
| Keyboard | Yes | Ergonomic |
| Headset | Yes | Noise-cancelling |

## Security

* Use strong passwords and enable two-factor authentication.
* Do not share company devices with non-employees.
* Report any security incidents immediately to IT.

## Review

This policy is reviewed annually and may be updated as needed.

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