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Remote Work   
Policy Template

**Updated: January 22, 2025**

Prepared For: [Enter your client’s name here]

Completed By: [enter your team’s name here]

**Add Your Company Logo/Name here**

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# Remote Work Policy Template

## How to Use This Document

This Remote Work Policy template is designed to help small businesses in Ontario outline clear expectations and guidelines for employees working remotely. It can be customized to align with your company’s specific needs, culture, and legal requirements. Review each section and update as needed to reflect your business practices and ensure compliance with applicable laws:

***Disclaimer:*** *This document is provided as a template to assist employers in Ontario. It is not a substitute for legal advice. Employers should consult with a legal or HR professional to ensure compliance with applicable laws and regulations. ProSupport HR Partners assumes no liability for the use of this document.*

# Remote Work Policy Template

**[Your Company Name]** **Remote Work Policy**

**Effective Date:** [Insert Date]

**Last Reviewed:** [Insert Date]

## Purpose

This policy establishes the terms and conditions under which employees are permitted to work remotely. [Your Company Name] aims to support flexible work arrangements while maintaining productivity, communication, and adherence to company standards. This policy provides a framework for remote work arrangements, outlining expectations, responsibilities, and operational guidelines to ensure success.

## Eligibility

Eligibility for remote work will be determined based on job responsibilities, performance, and suitability for remote work. Employees must meet the following criteria:

* Have a position suitable for remote work based on job descriptions and operational needs.
* Demonstrate the ability to work independently, effectively manage time, and meet deadlines consistently.
* Maintain satisfactory performance levels in their current role.
* Complete the remote work readiness assessment provided by HR.

Supervisors will assess requests for remote work on a case-by-case basis, considering business needs, employee performance, and other relevant factors.

## Approval Process

Employees wishing to work remotely must:

1. Submit a written request to their supervisor detailing the reasons for the request and proposed work arrangement.
2. Complete and sign the Remote Work Agreement, which outlines expectations and responsibilities.
3. Participate in a meeting with their supervisor and HR to review the request and discuss requirements.
4. Obtain final approval from their department head and HR.
5. Approval is subject to periodic review and may be revoked if circumstances change.

## Work Environment Requirements

Employees are responsible for creating and maintaining a safe, secure, and ergonomic workspace. Minimum requirements include:

* A quiet, private area free from excessive noise and distractions.
* Reliable internet connection with sufficient bandwidth for work-related tasks.
* Access to necessary equipment and software provided or approved by [Your Company Name].
* Compliance with all health and safety regulations, including proper lighting, seating, and workstation setup.

Employees may be required to submit photos or a checklist confirming the suitability of their workspace.

## Work Schedule

Employees must adhere to the agreed-upon work schedule. Any changes to the schedule must be pre-approved by the employee’s supervisor. Key guidelines include:

* Core working hours are [insert hours] during which employees must be available for communication and collaboration.
* Lunch and other breaks must align with company policies.
* Time tracking tools may be used to record hours worked.

Failure to adhere to the approved schedule may result in the termination of the remote work arrangement.

## Performance and Productivity

Employees are expected to:

* Meet deadlines and maintain consistent communication with their team.
* Attend all scheduled virtual meetings, training sessions, and check-ins.
* Provide regular progress updates to supervisors.
* Achieve key performance indicators (KPIs) or other established goals.

Supervisors will conduct regular evaluations to ensure that remote work arrangements continue to meet organizational and employee objectives.

## Communication

Clear and consistent communication is essential for remote work success. Employees must:

* Be accessible during working hours through agreed-upon communication tools (e.g., email, phone, video conferencing, instant messaging).
* Respond to emails and messages within [insert expected response time, e.g., 1-2 hours].
* Participate in weekly or bi-weekly team meetings to discuss updates, challenges, and goals.

Supervisors will establish regular check-in schedules to provide feedback and address concerns.

## Confidentiality and Data Security

To ensure the security of company information, employees must:

* Use only company-approved devices and software for work-related tasks.
* Follow all IT security protocols, including the use of strong passwords, secure Wi-Fi networks, and VPNs where applicable.
* Avoid discussing sensitive or confidential information in public or unsecured locations.
* Report any data breaches or security incidents immediately to the IT department.

[Your Company Name] reserves the right to monitor remote work activities to ensure compliance with security and confidentiality policies.

## Equipment and Supplies

[Your Company Name] will provide the following equipment and supplies: [list items such as laptops, monitors, headsets, or software subscriptions]. Employees must:

* Use company-provided equipment for work purposes only.
* Notify the IT department of any technical issues immediately.
* Return all company-owned equipment upon termination of employment or the remote work arrangement.

Employees are responsible for the care and maintenance of company-provided equipment.

## Expenses

Eligible expenses related to remote work (e.g., internet, office supplies) may be reimbursed upon submission of appropriate documentation. Guidelines include:

* Pre-approval is required for any non-standard expenses.
* Employees must submit receipts along with a completed expense reimbursement form.
* Reimbursement limits will be determined by company policy.

## Termination of Remote Work Arrangement

[Your Company Name] reserves the right to modify or terminate the remote work arrangement at any time based on business needs, performance issues, or policy violations. In such cases:

* Employees will receive at least [insert notice period, e.g., two weeks’] written notice.
* Supervisors and HR will work with employees to transition back to on-site work or an alternative arrangement.

Employees may also choose to terminate their remote work arrangement with prior notice.

## Compliance

Employees must adhere to all company policies while working remotely, including:

* Code of Conduct.
* Attendance Policy.
* IT Security Policy.
* Any other relevant guidelines.

Non-compliance may result in disciplinary action, up to and including termination of employment.

## Acknowledgment

I have read and understood the Remote Work Policy and agree to adhere to its terms.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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