**Policy Title: Remote Work Policy Document ID: RWP-2025-001 Version: 1.0 Effective Date: July 7, 2025**

**1. Purpose This policy outlines the guidelines and expectations for employees who wish to work remotely, either on a partial or full-time basis. Its aim is to provide flexibility while ensuring productivity, communication, and security standards are maintained.**

**2. Scope This policy applies to all eligible employees of [Your Company Name] who are approved for remote work arrangements. It covers the terms and conditions under which remote work is permitted.**

**3. Eligibility**

* **Employees must have successfully completed their probationary period.**
* **The nature of the job role must be suitable for remote work, as determined by management.**
* **Employees must demonstrate a strong record of performance, accountability, and self-discipline.**
* **Approval is at the discretion of the department head and Human Resources.**

**4. Remote Work Environment**

* **Workspace: Employees are responsible for providing a safe, ergonomically sound, and distraction-free work environment at their remote location.**
* **Equipment: The company will provide necessary equipment (e.g., laptop, monitor, software licenses). Employees are responsible for the care and security of company-owned equipment.**
* **Internet Access: Employees must ensure they have reliable, high-speed internet access at their remote work location to perform their duties effectively. The cost of internet access is the employee's responsibility unless otherwise specified.**

**5. Communication and Availability**

* **Remote employees are expected to be available during standard business hours (e.g., 9:00 AM - 5:00 PM local time), unless an alternative schedule is explicitly approved.**
* **Regular communication through company-approved channels (email, instant messaging, video conferencing) is mandatory.**
* **Participation in virtual meetings and team collaborations is expected as per project requirements.**

**6. Data Security and Confidentiality**

* **Remote employees must adhere strictly to all company data security and confidentiality policies.**
* **Company data must only be accessed and stored on company-provided or approved devices.**
* **Public Wi-Fi networks should be avoided for accessing sensitive company information. Use of a VPN is mandatory when accessing company networks remotely.**

**7. Performance and Accountability**

* **Performance expectations for remote employees are the same as for in-office employees.**
* **Managers will regularly review remote employee performance and provide feedback.**
* **Remote work arrangements may be revoked if performance declines or policy violations occur.**

**8. Policy Review This policy will be reviewed annually and updated as needed to reflect changes in technology, business needs, or legal requirements.**