

Remote Work Access Authorization Policy

Version: 1.0

Effective Date: _____

Approved By: _____

1. Purpose

This policy defines the requirements and procedures for authorizing remote work access to company resources, ensuring security and compliance with organizational standards.

2. Scope

This policy applies to all employees, contractors, and authorized third parties seeking to access company systems or data from remote locations.

3. Policy

1. No remote work access to company systems or data is permitted unless explicitly authorized in accordance with this policy.
2. Requests for remote access must be submitted in writing and approved by the employee's line manager and IT department.
3. Authorized remote access users must utilize approved, secure methods such as virtual private network (VPN) connections, multi-factor authentication (MFA), and company-issued devices where possible.
4. Personal devices may only be used with prior IT approval, subject to compliance with company security standards.

4. Responsibilities

- **Employees:** Ensure secure use of remote access and adhere to all related company policies.
- **IT Department:** Review and manage remote access requests. Provide secure access methods and monitor access logs.
- **Managers:** Verify business need and approve remote work access requests.

5. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, and possible legal action.

6. Review

This policy will be reviewed annually or as needed to ensure continued relevance and compliance.

7. Acknowledgement

By requesting and utilizing remote work access, users acknowledge and agree to abide by the terms outlined in this policy.

