

# Employee Remote Work Expectation Outline

## 1. Work Hours

- Maintain standard working hours: [Insert time, e.g., 9:00 AM - 5:00 PM]
- Notify your manager of any deviations in schedule in advance
- Be available for team meetings and check-ins as scheduled

## 2. Communication

- Respond promptly to emails and messages within [Insert timeframe, e.g., 2 hours]
- Attend all virtual meetings unless excused in advance
- Update your status on company communication platforms

## 3. Productivity & Performance

- Meet deadlines and complete assigned tasks
- Track work progress using designated tools (e.g., project management platforms)
- Submit regular progress reports as required

## 4. Workspace

- Designate a quiet, distraction-free workspace at home
- Ensure reliable internet connectivity
- Follow company guidelines regarding equipment use and security

## 5. Security & Confidentiality

- Adhere to all data privacy and security policies
- Secure company information and use approved devices
- Report any security incidents immediately

## 6. Well-Being

- Take regular breaks to maintain productivity and health
- Utilize company resources for wellness and support
- Communicate with your manager if you face challenges

## 7. Acknowledgement

I have read and understood the above remote work expectations and agree to abide by them.

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

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