

Remote Work Policy Example

Effective Date: [Insert Date]

1. Purpose

This Remote Work Policy outlines the guidelines for employees who are approved to work remotely, on a full or part-time basis.

2. Scope

This policy applies to all employees who have been authorized to work remotely by their supervisor or manager.

3. Eligibility

- Employees must complete a remote work agreement.
- Job duties must be suitable for remote work.
- Employees must maintain satisfactory performance standards.

4. Expectations

- Employees must be accessible during core business hours ([Insert Hours]).
- Regular communication with team members and supervisors is expected.
- Attendance at scheduled meetings (virtual or in-person, as required).

5. Workspace and Equipment

- Employees must maintain a safe and secure work environment at their remote location.
- The company will [provide/reimburse/not provide] necessary equipment (e.g., laptop, phone).
- All company policies (e.g., confidentiality, data security) apply at the remote location.

6. Security and Confidentiality

- Employees must follow all company data protection protocols.
- Confidential information must be protected at all times.

7. Policy Review

Management reserves the right to review and update this policy as needed. Employees will be notified of any changes.

Approval:

[Manager Name & Title]

[Date]

