

Distributed Workforce Policy Template

Effective Date: [Insert Date]

Approved by: [Organization Name]

1. Purpose

This policy outlines the guidelines and expectations for employees who perform their roles remotely as part of a distributed workforce.

2. Scope

This policy applies to all employees classified within the distributed workforce program, regardless of location.

3. Definitions

- Distributed Workforce:** Employees working from various locations outside of centralized offices.
- Remote Work:** Performing job duties from a location other than the primary office.

4. Policy Details

4.1 Eligibility

- Criteria for participation in the distributed workforce program.
- Approval process for remote work arrangements.

4.2 Expectations

- Working hours and availability.
- Productivity and deliverables.
- Communication protocols.

4.3 Security and Data Protection

- Guidelines for using secure networks.
- Handling of confidential information.

4.4 Equipment and Resources

- Provision and maintenance of equipment.
- Reimbursement guidelines (if applicable).

5. Roles and Responsibilities

Role	Responsibilities
Employee	Comply with policy, maintain productivity, safeguard data.

Manager	Monitor performance, approve arrangements, support teams.
IT	Provide technical support, ensure cybersecurity measures.

6. Policy Compliance

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

7. Review and Revision

This policy will be reviewed annually and revised as needed.

8. Acknowledgement

All employees are required to acknowledge that they have read, understood, and agreed to comply with this policy.