

# 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.