

# Home-Based Work Policy

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

## 1. Purpose

The purpose of this policy is to establish guidelines for employees who are authorized to work from home, ensuring productivity, safety, and clear communication.

## 2. Scope

This policy applies to all employees who have been approved to work from home on a full-time or part-time basis.

## 3. Eligibility

Eligibility for home-based work will be determined based on:

- Job responsibilities and requirements
- Performance history
- Managerial approval

## 4. Work Hours and Availability

Employees must adhere to their regular working hours unless otherwise agreed upon with their supervisor.

- Be reachable via designated communication channels during work hours
- Request advance approval for any changes to work schedule

## 5. Workspace Requirements

- Maintain a safe, secure, and professional workspace
- Ensure confidentiality of work materials
- Comply with health and safety standards

## 6. Equipment and Technology

- Company may provide necessary equipment or reimburse for certain expenses
- Employees are responsible for proper care and usage of company property

## 7. Communication

- Regularly update manager on work progress
- Participate in virtual meetings as required
- Respond promptly to work communications

## 8. Performance and Productivity

- Meet established goals and deadlines
- Maintain productivity equivalent to in-office work standards

## **9. Policy Review and Termination**

- Management reserves the right to review or revoke home-based work arrangements at any time
- Policy will be reviewed and updated as necessary

## **10. Acknowledgement**

I have read and understood the Home-Based Work Policy and agree to comply with its terms.

Employee Signature: \_\_\_\_\_

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