

Remote Employee Policy Draft Template

1. Purpose

This policy outlines the guidelines for employees working remotely to ensure consistency, productivity, and the protection of company assets.

2. Scope

This policy applies to all employees approved to work remotely, either regularly or temporarily.

3. Eligibility

- Employees must obtain manager and HR approval before working remotely.
- Certain positions may be excluded based on job requirements.

4. Remote Work Expectations

- Employees must maintain regular working hours unless otherwise agreed.
- Availability for meetings and communications during business hours is required.
- Employees are expected to meet performance and productivity standards.

5. Equipment & Security

- Company equipment provided must be used for work purposes only.
- All security protocols must be followed when accessing company systems remotely.
- Report any equipment issues to IT support promptly.

6. Communication

- Check and respond to emails and messages in a timely manner.
- Participate in required team meetings via video or phone as scheduled.

7. Workspace Requirements

- Maintain a suitable, safe, and distraction-free workspace.
- Observe all applicable safety regulations while working remotely.

8. Attendance & Timekeeping

- Adhere to standard attendance and timekeeping procedures.
- Notify your manager of any absences as per company policy.

9. Policy Compliance

- Failure to follow this policy may result in disciplinary action, up to and including termination of remote work privileges.

Employee Acknowledgment

I acknowledge that I have read and understood the Remote Employee Policy and agree to comply with its terms and conditions.

Employee Name

Signature & Date