

Remote Work Policy Framework Template

1. Purpose

This document outlines the framework for remote work arrangements. It defines the guidelines, responsibilities, and expectations for employees and managers to support effective remote working.

2. Scope

This policy applies to all eligible employees who have been approved for remote work either on a full-time or part-time basis.

3. Eligibility

- Criteria for remote work eligibility.
- Roles and positions suitable for remote work.
- Application and approval process.

4. Remote Work Expectations

- Work hours and availability requirements.
- Communication protocols.
- Productivity and performance standards.

5. Equipment and Tools

- Provision of equipment (laptop, phone, software licenses, etc.).
- Responsibility for maintenance and support.
- Data security and privacy requirements.

6. Workspace Requirements

- Minimum workspace standards.
- Health and safety considerations.

7. Communication

- Meeting frequency and channels.
- Reporting requirements.
- Collaboration expectations.

8. Data Security

- Handling confidential information.
- Access to company network and resources.
- IT support and incident reporting.

9. Expenses and Reimbursement

- Eligible expenses (internet, office supplies, etc.).
- Reimbursement procedures.

10. Compliance & Policy Violations

- Compliance with company policies and legal requirements.
- Consequences of policy breaches.

11. Review and Amendments

This policy will be reviewed periodically and updated as necessary to ensure ongoing relevance and compliance.

Approval:

[Name / Position]

Date: [Insert Date]