

Work-from-Home Policy

1. Purpose

Outline the objectives of the work-from-home policy and the company's commitment to supporting remote work.

2. Scope

Define which employees, teams, or roles are covered under this policy.

3. Eligibility

- Criteria for employees eligible to work from home
- Approval process and responsible individuals

4. Guidelines

1. Working hours and availability expectations
2. Productivity measurements and performance expectations
3. Communication protocols and required tools
4. Data security and confidentiality requirements
5. Workspace requirements

5. Equipment and Technology

- Equipment provided by the company
- Employee responsibilities for equipment care
- Technical support procedures

6. Health and Safety

- Guidelines to maintain a safe and ergonomic work environment at home

7. Attendance and Time Tracking

- Processes for attendance reporting and leave requests
- Time tracking systems or methods

8. Policy Violations

Consequences of violating the work-from-home policy.

9. Review and Amendments

Process and schedule for reviewing and updating this policy.

10. Acknowledgment

Statement requiring employee acknowledgment and agreement to comply with this policy.