

# Work-from-Home Policy

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## 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.