

Blank Remote Team Policy Outline

1. Purpose

[Briefly state the purpose and scope of the remote team policy.]

2. Eligibility

[Define which roles or employees are eligible to work remotely.]

3. Work Hours & Availability

- [Expected working hours]
- [Core availability times]
- [Time zone considerations]

4. Communication Guidelines

- [Preferred channels (e.g., email, chat, video calls)]
- [Response time expectations]
- [Meeting cadence]

5. Productivity & Performance

- [Work deliverables]
- [Progress tracking]
- [Evaluation criteria]

6. Data Security & Privacy

- [Device security protocols]
- [Confidentiality measures]
- [Use of company resources]

7. Tools & Equipment

- [Provided software/hardware]
- [Employee responsibilities]
- [Technical support]

8. Health & Safety

- [Home office setup]
- [Ergonomic recommendations]
- [Reporting incidents]

9. Policy Violations

[Outline the process and consequences for violations of the remote team policy.]

10. Amendments

[Procedure for reviewing and updating the policy.]