

Work From Home Policy Template

POLICY PURPOSE

[Insert purpose of the work from home policy, e.g., to outline the conditions and guidelines under which employees may work from home.]

SCOPE

[Indicate which employees or roles this policy applies to.]

ELIGIBILITY

- [Eligibility criteria #1]
- [Eligibility criteria #2]
- [Eligibility criteria #3]

GUIDELINES

1. [Work hours and availability expectations]
2. [Communication requirements]
3. [Workspace requirements]
4. [Data protection and confidentiality]
5. [Tools and equipment provided]
6. [Performance monitoring]

APPLICATION PROCESS

[Describe steps employees must follow to request work from home arrangements.]

APPROVAL

[State who is responsible for reviewing and approving work from home requests.]

DURATION AND REVIEW

[Specify the length of approval and process for review or renewal.]

POLICY MODIFICATION

[State how and when the policy can be amended or terminated.]

ACKNOWLEDGEMENT

I have read, understand, and agree to the terms and conditions set forth in this Work From Home Policy.

Employee Name:

Date:
