

# Home-Based Work Policy Framework

## 1. Purpose

This policy outlines the framework for home-based (remote) work arrangements. It serves as a guide for management and staff to ensure clarity, productivity, and consistent expectations.

## 2. Scope

This policy applies to all employees eligible for remote or hybrid work arrangements, unless otherwise specified by management.

## 3. Eligibility

- Roles suitable for remote work
- Employee performance and conduct requirements
- Approval process for remote work

## 4. Expectations & Responsibilities

1. Working hours and availability
2. Work output and deliverables
3. Communication protocols
4. Data security and confidentiality
5. Use of company equipment and resources

## 5. Workspace Requirements

- Safe and suitable work environment at home
- Ergonomic considerations

## 6. Technology & Support

- Required hardware and software
- IT helpdesk and support channels

## 7. Review & Performance Management

- Regular check-ins and progress reviews
- Feedback mechanisms

## 8. Policy Review and Amendments

The policy will be reviewed periodically and updated as needed. Employees will be notified of any changes.

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## 9. Approvals

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

