Remote Work Policy Template

1. Purpose

[Brief statement outlining the purpose of the remote work policy.]

2. Scope

[Describe who this policy applies to within the organization.]

3. Eligibility

[Specify which roles, departments, or employees are eligible for remote work.]

4. Remote Work Expectations

- [Working hours and availability]
- [Communication and responsiveness]
- [Productivity and deliverables]

5. Equipment & Technology

- [Technology and software requirements]
- [Equipment provided by the company]
- [Employee responsibilities for equipment]

6. Security & Confidentiality

- [Data security protocols]
- [Confidential information handling guidelines]

7. Workspace Requirements

[Expectations for employees' home workspaces, such as safety and professionalism.]

8. Communication & Collaboration

[Guidelines for meetings, reporting, and collaboration tools.]

9. Performance & Review

[How performance will be measured and reviewed while working remotely.]

10. Policy Review & Modification

[Outline process and frequency for reviewing and updating the policy.]

11. Acknowledgement

[Space for employee signature or acknowledgment of remote work policy.]