

Company Remote Work Rules Template

This document outlines the rules and expectations for employees working remotely. All staff must adhere to these guidelines to ensure a productive and secure work environment.

1. Eligibility and Scope

- Remote work is permitted for eligible positions as approved by management.
- Remote work arrangements may be full-time or part-time, and must be agreed upon with supervisors.

2. Working Hours

- Employees must maintain their agreed upon work schedules.
- Any changes to working hours must be communicated and approved in advance.
- Availability during core hours is required for meetings and team collaboration.

3. Communication

- Check and respond to emails, messages, and calls during working hours promptly.
- Participate in mandatory virtual meetings and regular check-ins.
- Notify your supervisor if you are unavailable during standard hours.

4. Work Environment

- Maintain a safe, distraction-free workspace to perform your duties effectively.
- Ensure reliable internet and technology to support job responsibilities.

5. Data Security

- Follow all company data protection and privacy policies.
- Use company-provided devices and secure connections whenever possible.
- Report potential data breaches or security issues immediately.

6. Performance and Productivity

- Meet all productivity and performance expectations as outlined in your role.
- Complete and submit work deliverables on time.
- Regular feedback and evaluations will be conducted by supervisors.

7. Equipment & Expenses

| Provided by Company | Employee Responsibility |
|---|--|
| Computer, software, and essential accessories | Internet access, home office setup (unless otherwise arranged) |
| Technical support for company equipment | Routine maintenance of personal equipment |

8. Code of Conduct

- Adhere to all company policies and standards of professionalism, even when working remotely.
- Respect confidentiality and intellectual property at all times.

9. Policy Review

- This policy is subject to review and updates. Staff will be notified of any changes.
- Questions regarding remote work rules should be directed to the HR Department.

By working remotely, you agree to comply with these rules and ensure continued alignment with company goals and values.