

# Distributed Workforce Policy Template

## 1. Purpose

This policy defines guidelines and expectations for all employees participating in the distributed workforce program at [Company Name]. The policy ensures operational effectiveness, employee productivity, and legal compliance in remote or hybrid work environments.

## 2. Scope

This policy applies to all employees, contractors, and contingent workers who work remotely, part-time hybrid, or in fully distributed teams for [Company Name].

## 3. Eligibility

- Eligibility for distributed work arrangements is determined by role requirements, performance history, and business needs.
- Managers must approve participation in accordance with HR guidelines.

## 4. Work Environment Expectations

1. Employees must ensure a secure, private, and efficient workspace.
2. Employees are responsible for reliable internet and equipment as outlined by IT standards.

## 5. Working Hours & Availability

- Employees must adhere to their agreed-upon work schedules.
- Availability for team meetings and collaboration should reflect core hours set by the department.

## 6. Communication Protocols

- All work communication should utilize approved company channels.
- Response time expectations remain consistent with corporate standards.

## 7. Data Security and Confidentiality

- All company data must be accessed, stored, and transmitted in compliance with IT security guidelines.
- Personal devices must meet security requirements before accessing corporate systems.

## 8. Performance Management

- Performance goals, deliverables, and reviews follow standard company procedures.
- Managers will regularly check-in to support and assess distributed team members.

## 9. Health, Safety, and Ergonomics

- Employees are responsible for maintaining a safe and healthy remote workspace.
- Guidance on ergonomics and safety practices is available from the company.

## **10. Policy Review & Amendments**

This policy will be reviewed annually and may be updated as business needs evolve.

## **11. Acknowledgment**

All participants must acknowledge receipt and understanding of this policy prior to engaging in a distributed work arrangement.

**[Company Name] — Distributed Workforce Policy**

Effective Date: [Date]