

Remote Work Guidelines Template

1. Purpose

This document outlines the guidelines and expectations for employees of [Organization Name] who work remotely, to ensure continued productivity and effective collaboration.

2. Scope

These guidelines apply to all eligible employees who have been approved for remote work, whether full-time or part-time.

3. Eligibility

- Employees must have completed their probation period.
- Roles must be suitable for remote work as determined by the supervisor/manager.
- Approval is subject to management discretion.

4. Working Hours & Availability

- Standard working hours: [e.g., 9:00 AM – 5:00 PM, Monday to Friday]
- Employees must be available via email and team chat during agreed hours.
- Any changes to schedule must be communicated to the manager.

5. Communication & Collaboration

- Daily check-ins or status updates via [tool/platform, e.g., Slack, Teams].
- Participation in virtual meetings as scheduled.
- Respond to messages and emails within [X] hours.

6. Equipment & Security

- Use organization-approved devices for work tasks.
- Ensure secure access to company systems (VPN, strong passwords).
- Report any data breaches or security incidents immediately.

7. Performance & Deliverables

- Remote workers will be held to the same standards as on-site staff.
- Results and deliverables must meet agreed expectations and deadlines.
- Regular performance reviews will be conducted.

8. Workspace Requirements

- Maintain a dedicated, quiet, and safe workspace.
- Comply with all health and safety regulations.
- Organization may provide support or equipment as necessary.

9. Expense Reimbursement

- Eligible work-related expenses must be pre-approved.
- Submit receipts as per the expense policy.

10. Policy Violations

Violations of these guidelines may result in disciplinary action, up to and including termination of remote work privileges.

11. Contacts

| Role | Name | Email |
|------------|--------|---------|
| HR Manager | [Name] | [Email] |
| IT Support | [Name] | [Email] |

Date of Last Review: [Insert Date]