

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]