

Work From Home Policy Template

Policy Number: [] **Effective Date:** [] **Reviewed on:** []

Prepared by: [HR Manager Name]

1. Purpose

This policy outlines the requirements and guidelines for employees who telecommute or work remotely from home to ensure productivity, communication, and data protection align with company standards.

2. Scope

This policy applies to all eligible employees who have been approved for the Work From Home (WFH) arrangement at [Company Name].

3. Policy Guidelines

- Employees must have managerial approval for WFH eligibility.
- Work hours and availability should be maintained according to standard company schedules unless otherwise agreed.
- Employees must ensure a safe and secure working environment at home.
- All company data must be handled according to IT and data protection policies.
- Performance and work output will be monitored as per standard procedures.

4. Expectations

- Communicate regularly with your manager and team members.
- Be reachable during standard working hours.
- Attend scheduled online meetings promptly.
- Notify your manager in case of any changes in work availability.

5. Equipment & Security

- The company may provide necessary equipment (laptop, software, etc.).
- Employees are responsible for safeguarding company equipment and data.
- A secure internet connection must be used for all work-related communications.

6. Policy Review

This policy will be reviewed annually or as required to address changes in business needs, regulation, or technology.

HR Manager Name

Date: _____

Employee Acknowledgement

Date: _____