

Offsite Work Policy Blueprint

1. Purpose

This policy outlines the guidelines for employees working offsite, including remote work, to ensure business continuity, productivity, and clear communication.

2. Scope

This policy applies to all employees who are approved for full-time, part-time, or occasional offsite work arrangements.

3. Eligibility

- Roles eligible for offsite work must be approved by management.
- Employee must demonstrate a record of reliability, accountability, and self-motivation.
- Approval is at the discretion of the direct supervisor and HR.

4. Request & Approval Process

1. Employee submits a written request to their supervisor.
2. Supervisor reviews and evaluates the request based on role suitability, team impact, and performance.
3. HR finalizes approval and notifies the employee.

5. Work Expectations

- Maintain regular business hours, unless otherwise approved.
- Be accessible via company-approved communication tools during working hours.
- Meet performance standards and deliverables.

6. Equipment & Security

- Company equipment should be used for work purposes only.
- Follow all data protection and security protocols.
- Report any technical issues or security breaches immediately.

7. Communication

- Attend all scheduled meetings virtually or in person, as required.
- Regularly update team members and supervisors as agreed.

8. Policy Review

This policy will be reviewed annually and updated as necessary to ensure effectiveness and compliance.

9. Acceptance

Employees must acknowledge receipt and understanding of this policy before beginning offsite work.