

Remote Work Policy Outline Sample

1. Purpose

This policy outlines the guidelines and processes for employees working remotely from locations outside of company offices.

2. Scope

Applies to all eligible employees who may work remotely on a full-time or part-time basis.

3. Eligibility

- Position suitable for remote work
- Consistent performance expectations met
- Manager and HR approval required

4. Remote Work Expectations

- Maintain regular work hours
- Be available for meetings and collaboration
- Meet all productivity and performance standards

5. Communication

- Use approved communication tools
- Respond promptly to messages and requests
- Regular check-ins with team and manager

6. Equipment & Technology

- Company may provide necessary equipment
- Remote workers responsible for equipment care and security
- Follow IT security protocols

7. Security & Data Protection

- Maintain confidentiality of company information
- Adhere to data security policies
- Report any security incidents immediately

8. Health & Safety

- Provide a safe and ergonomic work environment
- Report any work-related injuries promptly

9. Compensation & Benefits

- No change to salary or benefits due to remote work

- Expenses reimbursed as per company policy

10. Policy Review

This policy is subject to periodic review and may be updated by management as needed.