

Virtual Office Policy Starter Document

[Insert Company Name]

[Date]

1. Purpose

This policy establishes guidelines for employees working remotely as part of the company's virtual office arrangement.

2. Scope

This document applies to all employees who have been authorized to work remotely, either full-time or part-time.

3. Eligibility

- Eligibility for remote work will be determined by department managers and human resources.
- All requests for remote work must be approved ahead of time.

4. Guidelines & Expectations

- Employees must be available and responsive during core working hours: *[specify hours]*.
- All work should be performed in a professional manner, consistent with in-office expectations.
- Employees must attend all required virtual meetings and check-ins.
- Work output and deadlines remain the same as for in-office work.

5. Communication

- Use company-approved communication tools (*[list tools]*) for all work-related matters.
- Respond to messages and emails within the expected timeframe.

6. Security & Confidentiality

- Protect company information by following data security protocols.
- Only use secure, company-approved devices and networks.
- Report any security incidents to IT immediately.

7. Workspace Requirements

- Employees should maintain a quiet, dedicated workspace free from distractions.
- Ensure reliable internet and phone connectivity.

8. Equipment & Support

- Company may provide equipment as necessary; see IT policy for details.
- Technical support requests should be directed through the helpdesk.

9. Performance & Monitoring

- Regular performance reviews will include assessment of remote work effectiveness.
- Managers may request updates or logs as needed.

10. Policy Violations

Failure to comply with this policy may result in revocation of remote work privileges and/or disciplinary action.

Signatures

Employee: _____ Date: _____

Manager: _____ Date: _____