

# Work From Home Policy Draft Template

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## 1. Purpose

This policy outlines the requirements and procedures for employees of [Company Name] who wish to work from home (WFH) either temporarily or on a regular basis.

## 2. Scope

This policy applies to all eligible employees of [Company Name]. Eligibility and approval for WFH are subject to management discretion.

## 3. Eligibility

- Employees must have completed the probation period.
- Employees whose job duties allow for remote work.
- Approval from team lead/manager is required.

## 4. Request & Approval Process

1. Employees must submit a WFH request to their direct supervisor outlining reasons and proposed WFH schedule.
2. Supervisors review requests and may approve, deny, or request more information.
3. Approved arrangements are documented and shared with HR.

## 5. Working Hours & Availability

- Employees must adhere to their regular working hours unless otherwise agreed.
- Employees must remain available via email, chat, and phone during work hours.
- Notify team members of any breaks or unavailability.

## 6. Responsibilities

- Maintain productivity and meet performance standards.
- Ensure compliance with company policies and data security protocols.
- Provide a safe and suitable work environment at home.

## 7. Equipment & IT Support

- [Company Name] may provide necessary equipment as determined by management.
- Employees are responsible for the care and maintenance of company equipment.
- IT support is available via [helpdesk/email/phone].

## 8. Confidentiality & Data Protection

- Employees must ensure the confidentiality of work-related information.
- All company data must be stored and handled as per company policy.

## 9. Policy Review

This policy will be reviewed regularly and updated as necessary to reflect operational and legal requirements.

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**[Company Name]**

[Department/HR Contact]

[Contact Information]