

WORK FROM HOME POLICY

[Company Name]

Policy Effective Date: _____, 20_____

1. Objectives

This Work from Home Policy provides guidelines and procedures for employees who work remotely, also known as telecommuting, teleworking, or working from home. This policy applies to any employee working from any place outside of our physical office space.

2. Scope

Teleworking can be either a permanent or temporary arrangement between an employee and the Company where the employee is permitted to perform work partially or fully from a space that is outside of our physical office space.

3. Who can work remotely?

To be eligible for a work-from-home arrangement, the employee must:

- Have reliable Internet access
- Be capable and competent to perform job duties, operate with minimal supervision, and possess good time-management and organizational skills
- (Check if applicable) Have worked at the Company for _____ [Time period].

4. Position Eligibility

Employees may be eligible to work remotely if their duties can be satisfactorily performed remotely. Not all jobs offer this flexibility due to the nature of the tasks performed or the needs of the Company. Typically, positions requiring in person interaction with customers and others do not meet the requirements to be considered for a work from home arrangement.

5. Expectations for Remote Employees

While employees and their supervisor have the flexibility and authority to craft work from home arrangements that are uniquely tailored to the individual employee and Company needs, the following requirements must be met:

- Employees must be able to perform the same duties, assignments, and other tasks when working remotely as they do when working at the Company's physical space.
- (Check if applicable) Employees must arrange for childcare during their work hours.
- Employees must be available to collaborate with the Company or other employees during regular working hours.
- The employee and Company will agree on the number of remote work days allowed, the employee's work schedule, and the method and frequency of communications. The employee should be available by an agreed upon means, such as online or via phone, within a reasonable time period during the agreed upon work schedule.



6. Security

Securing data and company information is a high priority. Consistent with the organization's expectations of information security for employees working at the office, remote employees are expected to ensure the protection of proprietary company and customer information accessible from their remote workspace. This may include things like using locked file cabinets and desks, using encryption, regular password management, and any other measures appropriate and necessary for the job and the environment (as outlined in our Company Security Procedures). Any breaches in security protocol will lead to immediate disciplinary action.

(Check if applicable) Employees will be given access to a Virtual Private Network (VPN) to secure connections with company servers and networks. The VPN must always be used during work hours. Under no circumstances may the VPN be used outside of business purposes.

7. Equipment (Check one)

The Company will provide the following office supplies and/or furnishings for use in an employees' home office: _____.

Equipment supplied by the Company will be maintained by the Company. Equipment supplied by the employee, as approved by the Company, will be maintained by the employee. The Company assumes no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the Company is to be used for appropriate business purposes only. Upon termination of employment, all company property will be returned to the Company, unless other arrangements have been made.

(Check if applicable) the Company will provide remote employees a \$_____ per _____ allowance for office related costs, such as electricity, Internet, or rent.

The Company will not provide work from home employees with equipment or office furnishings for their home offices. Employees will be responsible for providing, at their own expense, furnishings, as well as all devices and connections needed for phone or internet access.

8. Procedure

Work from home arrangements is approved by the Company on a case by case basis. It might not be feasible for certain positions to allow work from home arrangements. Employees interested in working from home should submit a request to/via _____. Please note that the above supervisor's decision to approve or decline remote working requests is final.

Work from home arrangements can be informal, such as working from home for a short-term project or when traveling for business. Other informal, short-term arrangements may be made for employees on family or medical leave. All informal remote working arrangements are made on a case-by-case basis, focusing on the business needs of the organization first. These informal arrangements are not covered by this policy.

While working remotely, employees must adhere to all Company Policies and Procedures. Failure to comply with Company Policies and Procedures will result in disciplinary action.



The Company has the right to cancel or suspend employee work-from-home privileges at any time, for any reason or for no reason.

9. Contact

For any queries regarding the policy please contact _____ [Contact name] at _____ [Email] or _____ [Phone].

