

Work From Home Policy PDF

You can use the following sample remote work policy to create an agreement relevant to your business purposes. The policy template is available to download as a PDF.

Remote Work Policy For [Insert Company Name]

Policy effective date: [Insert date]

Objectives

This work-from-home policy describes guidelines and procedures for employees working remotely, either fully or partially. It applies to any employee working from a location outside the normal workplace.

Scope

Remote work may be a permanent or temporary arrangement. And it allows employees to perform their duties all or some of the time from a different location.

Eligibility Criteria

To qualify for remote working, an employee must:

- Have reliable internet access
- Demonstrate the capability to perform job duties with minimal supervision. You must also possess strong time management and organizational abilities.
- Have a tenure of [insert applicable period] with the company.* Note: this criteria is optional.

Position Eligibility

Employees are eligible for remote work if their job can be satisfactorily performed remotely. Roles requiring in-person interaction with customers or others may not qualify because of the nature of the tasks and business needs.

Expectations For Remote Employees

When working from home, remote employees are expected to meet the following requirements:

- Employees will perform the same tasks and assignments as they would in the office
- Remote workers must meet all deadlines, maintain high-quality standards, and report daily to their line manager on performance and tasks completed
- The line manager will agree on the number of remote work days per week and working hours. [Insert any expectation around work overtime if appropriate].
- Remote workers are expected to be available between [insert core hours] for collaborations with coworkers and team meetings.
- Employees working from home are required to use our preferred communication channels. [Insert details, a brief description of when to use each platform, and your response times]
- Remote employees should consider occupational safety and health in their home workspaces. Employees must have their home office approved by the line manager to ensure it meets best practice standards.
- Work-from-home employees must comply with all company policies. They still receive all company benefits, including health insurance and worker compensation.

Security Measures

Securing company data and customer information is a priority. Staff who work from home must use a virtual private network for secure encrypted connections. They should follow company cybersecurity guidelines and install cybersecurity software. Virtual private networks must be secured with robust and frequently changed passwords.

Remote workers should not use public Wi-Fi for work purposes. They must keep work laptops or devices private from family members.

Any confidential documents must be kept in a locked filing cabinet.

Equipment And Work From Home Expenses

When it comes to equipment, choose from the following two options:

1. The company will provide remote employees with the following equipment: [list any equipment such as laptops, mobile devices, headsets, and printers]. Equipment owned by [insert company name] may only be used for work purposes.
2. The company will reimburse remote employees for tools and equipment essential to their work. [List the equipment and tools]. Employees must request reimbursement from their line manager. The work-from-home policy also allows staff to use their personal electronic devices for work with the line manager's written approval.

Regarding home office expenses, select from the following two options:

1. The company is not responsible for work-from-home expenses, including electricity, heat, internet, and phone services.

2. The company provides an allowance of [insert details] for home office-related expenses.

Technical Support

Work-from-home team members can access tech support [insert details, for example, 24/7, 9 to 5]. Remote employees can [insert details like call a help desk, submit an IM, send an email].

Social Relationships

[Insert company name] recognizes that remote work can be isolating. We will take steps to support social relationships for remote employees with regular team meetings, virtual get-togethers, and online social events. Workers are also encouraged to use the #timeout channel on team chat to connect with colleagues informally.

Approvals Process

Remote work arrangements are approved case-by-case. Requests should be made in writing to the line manager. Approval decisions are final.

Informal work-from-home arrangements can be made for short-term projects or special requests like caring for a sick relative or child. The line manager must agree to these casual arrangements.

[Insert company name] reserves the right to withdraw work-from-home arrangements at anytime.

Contact

If you want more information or to discuss the remote work policy, please contact [insert name and details].