

REMOTE WORK

POLICY TEMPLATE



[COMPANY NAME] REMOTE WORK POLICY

PURPOSE

This document consists of remote working guidelines which [COMPANY NAME] finds acceptable. Managers and employees should use the statements given below to understand how they are expected to act when working outside the [COMPANY NAME] premise.

The policy covers acceptable use of portable electronic devices such as laptops, netbooks, and smartphones, and security measures that employees working remotely must adopt in order to protect both intangible and tangible company properties. Please submit a signed copy of this document with your manager if you are satisfied with the terms and conditions given below.

TERMS & CONDITIONS

1. ELIGIBILITY

Any employee who only requires basic hardware and software, such as a desktop computer, laptop, netbook, smartphone, tablet PC, and/or wireless technology to complete their tasks is eligible for working remotely. Employees who have proven their ability to execute their tasks in a disciplined and trustworthy manner for at least [TIME PERIOD] will be given preference to work remotely.

2. WORK EXPECTATIONS

Employees must follow the schedule that has been provided to them by their supervisor and adhere to the rules given in the employee handbook at all times during working hours.

In the event of a conflict of interest or ambiguous situations that have not been covered, please consult with your supervisor before acting. Remote working performance will be measured every [TIME PERIOD], similar to any work that is done in office.

3. SECURITY RESPONSIBILITY

Employees must follow the schedule that has been provided to them by their supervisor and adhere to the rules given in the employee handbook at all times during working hours.

In the event of a conflict of interest or ambiguous situations that have not been covered, please consult with your supervisor before acting. Remote working performance will be measured every [TIME PERIOD], similar to any work that is done in office.

- The employee must ensure their work device(s) is/are not lost or damaged.
- The employee must not install any software on a work device without the prior authorization of his/her manager.
- The employee must use the VPN (virtual private network) software provided by the company when connecting with the company network, or for any work-related matter.
- The employee must not change the hardware or software configurations of work devices without prior approval of his/her manager.
- Business-critical data must always be stored in password-protected folders, or in ways mandated by [COMPANY NAME] IT department.
- The employee must not remove or deface any registration number from their work device.
- The employee must ensure family members, friends, or acquaintances may never access their work device.
- The employee must adhere to [COMPANY NAME] strong password policy.
- [COMPANY NAME] reserves the right to conduct an audit of the employee's work device at any time.

4. REQUESTING PERMISSION FOR REMOTE WORK

Employees must send a written notice either by email or by submitting a letter to their manager one week prior to working remotely. [COMPANY NAME] reserves the right to reject their request if it does not find adequate reason to let the employee work remotely, or if the security risks are found to be too grave.

5. COMMUNICATION RULES

The employee should always be available either during company hours, or during the time period they have agreed to. Employees should use the tools that have been provided to them in order to stay in touch with their managers and team members and should attempt to reply as soon as possible at all times.

Remote employees should reply to emails, updates, or questions in [APP NAME(S)] within two hours if sent during normal business hours and within 12 hours if outside them.

6. INSURANCE & LIABILITY

All remote-working employees will continue to receive company benefits including health insurance and work compensation as stipulated in [COMPANY NAME] work agreement.

[COMPANY NAME] is responsible for covering any injuries suffered within the company premise or properties owned by the company only.

Only equipment owned by the company is covered by the company's insurance policy. The employee's personal equipment will not be covered by the company's insurance policy even if it is used for performing work duties.

7. TIME TRACKING

The employee agrees to have time-tracking software installed on his/her device by [COMPANY NAME].

8. COMPENSATION

[COMPANY NAME] shall provide an additional [MONETARY SUM] to the employee to compensate for expenses borne while remote working, such as electricity and internet costs. The employee will be entitled to the same salary and benefits as they were while working in office.

I have read the terms and conditions described in this document and accept them.

Employee _____

Date _____

Supervisor _____

Date _____

NOTES

