



REMOTE WORK POLICY

[Organization Name] is a fully remote workplace. OR [Organization Name] has identified certain positions that will be carried out remotely by those who hold them.

The intention of this policy is to outline parameters of working remotely to ensure safety and success for both the employee and the organization.

DEFINITIONS

“Remote work” means working from a home or from another location rather than being required to go to the physical workplace or the employer.

“Intellectual property” includes intangible creations of the human intellect such as copyrights, patents, trademarks, and trade secrets. For the purposes of this policy it also refers to any content, project or idea created for the employer by an employee.

POLICY

[Organization Name] understands the unique challenges and benefits faced by the organization and our employees when some or all employees hold remote work positions. [Organization Name] has directions and safeguards in place to ensure the safety and well-being of our employees and the protection of company and client information.

Determining Eligibility [remove section if the entire workforce is remote]

Where it is deemed feasible or necessary, the organization will create remote positions. The following positions at the organization are fully remote positions:

- [LIST THEM].

Employer Responsibilities

- Provide relevant health and safety information and plans to ensure the employee’s safety while working from home including but not limited to ergonomic safety, fire safety, and working alone, and ensure employees are following these expectations
- Set clear expectations surrounding duties, expectations and deadlines as well as the importance of taking scheduled breaks
- Provide the necessary information and equipment the employee requires to complete their duties and maintain client and company information safely and confidentiality
- Reimburse employees for office expenses as outlined in the [Insert Policy Name] or list the things the company will reimburse within the policy

Employee Responsibilities



Employees are expected to:

- Be working during the times set out in their employment contract, taking breaks as outlined
- Maintain contact with the office and keep managers informed about the status of projects and any issues that arise
- Behave in a professional, respectful and courteous manner at all times when representing the organization, whether by phone, email, or any other internet platform or communication channel
- Follow the health and safety guidelines provided from the employer for setting up a safe working environment at home including but not limited to office ergonomics, fire and electrical safety, and violence and harassment
- Immediately report any health and safety accident or incident to the employer, just as they would at the office so that it can be followed up on and investigated as required
- Ensure all computers, devices and operating systems are set up according to the specifications of [Organization Name]
- Ensure all confidential or proprietary information is secured using appropriate online security features such as closed internet connections, firewalls or encryption, or in locked filing cabinets, and that additional members of your household do not have access to this information.
- Employees must report any security breaches to their supervisor immediately
- Ensure all physical property loaned by the company is maintained in good working order and notify management immediately in the event that any equipment is broken, damaged, lost or stolen

Expenses

The organization will reimburse employees for the following office expenses:

All property of [Organization Name], including physical property and intellectual property, remains the property of the organization and must be returned to [Organization Name] at the end of the teleworking arrangement or the end of the employment relationship, whichever occurs first.

PROCEDURES

[IDEAS THAT CAN BE CUSTOMIZED FOR A PARTICULAR CLIENT]

- What hours the employee will be available or how will the completion of accomplishments be determined?
- How will overtime be approved?
- When and how often the employee will check for messages?
- Will the primary contact method be by telephone, e-mail, or other methods?
- What number to call to reach an employee at home. Is there an alternative number?
- Who will have access to a home-office phone number?
- Listing of work assignments, due dates, work expectations, etc.



- What expenses will be reimbursed (dedicated telephone lines, Internet access, business telephone calls, office supplies)?

Any employee who fails to comply with the responsibilities outlined in this policy may be subject to disciplinary action, including termination of employment.