Remote Work Policy Template

The document contains the terms and conditions for the remote workforce of company \_\_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Current version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal department seal

## Terms and Conditions

### 1. Eligibility criteria

An employee may be eligible to work if he or she meets the following criteria:

* The employee is hired for one of the following positions:
  + Software engineer
  + Researcher
  + Graphic Designer
  + HR expert
  + Marketing expert
  + Technical writer
  + \_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_
* The employee has worked for the company for more than \_\_\_\_\_\_ months.
* The employee can do his or her tasks using a laptop or other mobile devices.
* The employee has access to an internet connection.
* The direct manager approves the employee’s request for remote work.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees that aren’t suitable for remote work can apply for a limited work from home permission or personalized work schedule when needed.

## 2. General rules for remote workers

While working remotely, employees must follow the Employee Handbook and perform all their tasks from the current team’s planning. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

Remote employees must also perform the following:

* follow the work schedules provided to them by their manager
* respect deadlines and report to their direct supervisor if any delays appear
* submit periodical reports
* attend periodical meetings
* uphold high-quality standards for their work
* logging and tracking tasks’ development
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To ensure good communication and high work performances, the company will make available the following:

* Software and hardware solutions
* Access to resources (books, software licenses, etc.)
* Collaboration tools
* Employee self-service software
* Employee portals for accessing work-related documents
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3. Benefits associated with remote work

To ensure that all quality standards are met and employees are able to perform their activities, the company will provide the following:

* The equivalent value of the internet bill
* 50% from the equivalent value of the electricity bill
* Office supplies
* Office furniture limited to a value of \_\_\_\_\_\_\_\_\_\_\_\_
* Monthly bonus of \_\_\_\_\_\_\_\_\_\_\_\_ for other expenses
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. Corrective measures and warnings

Employees that don’t respect their daily schedule, miss meetings without notifying their superiors, or don’t deliver according to their deadlines can suffer the following corrective measures:

* Written warning
* Revocation of their remote work authorization
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5. Career management

Employees working remotely will still receive full company benefits, including health insurance, training, attending conferences, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Salaries will increase according to company policy and successful performance reviews. Employees working remotely remain eligible for promotion and skills development programs. Performance reviews will be conducted every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ month and will include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Employees working remotely can access any work-related document via employee portals or by contacting the HR department:

HR contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Working hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_