

Remote Work Policy Template

Why do you need this template?

Remote work is a growing trend within multiple industries especially the Tech industry. While this makes it easier for employees to work from a place of their own choosing, organizations must be clear on setting forth expectations employees need to meet in order to ensure productivity and data security.

Whether you are updating your remote work policy or starting one from scratch, feel free to use this customizable template to include the requirements your organization needs in maximizing the efficiency of your remote staff.

Why do you need a remote work policy?

Implementing a remote work policy can be challenging, especially for organizations new to it. A remote work policy can make it easier for businesses to smoothly transition to remote work by defining all the rules employees are required to follow, this would include their work expectations and the security measures they need to take to ensure sensitive corporate data stays protected even when employees work off-site.

Table of Contents

Introduction.....	3
Scope.....	3
Policy.....	3
Eligibility and approval.....	3
Work expectation.....	3
Device usage.....	4
Email and network security.....	4
Access control and password security.....	5
Backup and information security.....	5
Insurance and liability.....	5
Breach of policy.....	5
Remote work form.....	6

_____ : Remote Work Policy

1. Introduction

The remote work policy of _____ defines the rules and responsibilities for employees working from any location other than the office. This policy acts as a guideline for both remote employees and their managers on the conditions of remote work.

2. Scope

The policy is applicable to all employees working remotely on a temporary or permanent basis.

3. Policy

3.1. Eligibility and approval

- Remote work shall only be allowed for employees with prior permission from their concerned managers.
- They must have adequate hardware and software requirements in place, these would include the devices and tools employees would need in performing their daily tasks.

3.2. Work expectation

- Employees are expected to maintain normal productivity and performance.
- They must adhere to the work schedule assigned to them.
- Carrying out of non-related work activities during regular working hours is strictly forbidden.
- Company policies regarding conduct, leaves and confidentiality shall continue to remain applicable even when the employee is working away from the office.
- If any pressing medical or personal emergencies arise, team members can either request to take the day off or obtain a written approval from their concerned manager to make the assigned work schedule flexible.
- All employees shall meet deadlines and submit daily reports to their concerned manager.
- Performance shall be measured with the same metrics that is applied within the office.

- Employees are responsible in keeping their manager and team updated on the status of their work.
- They must make themselves available for on-site meetings and trainings.
- Employees must adhere to a clear desk and clear screen policy even when working remotely.

3.3. Device usage

- The use of both corporate owned and personal device of the employees is allowed.
- The devices should be running in any of the following Operating Systems:

- Employees shall only be permitted to use managed devices while working remotely. The devices shall be managed by a mobile device management system. These will include both corporate owned and personal device of employees.
- While managing personal devices of employees, the _____ will only have access to work applications and data. Separate work containers will be created on the devices to store all work-related data.
- Employees are not permitted to access any personal apps during office hours.
- Downloading of unauthorized software is not permitted.
- All information present within the device should be encrypted.
- All employees are expected to have necessary tools and web applications installed within the devices prior to the commencement of remote work.
- If device containing confidential information is lost or stolen, employees are obligated to report it to the _____ and the concerned managers immediately.
- Employees should take up the responsibility to protect the device(s) they use. This shall include physical protection and ensuring data security. The devices must not be left unattended in a public area.

3.4. Email and network security

- If any suspicious emails are detected, they should be reported to the _____ immediately.
- All emails should be encrypted.
- Employees must ensure they always stay connected to a company approved network.
- Employees shall be given access to a Virtual Private Network (VPN) to securely access company resources. The VPN should be kept enabled at all times during regular working hours.

- Access to personal social media networks, forums and other websites for non-work related purposes during office hours is strictly forbidden.

3.5. Access control and password security

- Proper access control needs to be maintained when sharing information.
- All devices must be password protected. Employees are required to change their passwords every _____.
- Sensitive information should only be retained within the device for a minimum period of _____ to minimize the risk of a data breach. This is done to ensure proper record management and securely delete any data that is no longer required.

3.6. Backup and information security

- All confidential information should be backed up and stored within a central system. These backup files should be protected.
- Regular compliance shall be administered on the managed device by the _____ to ensure it meets _____'s requirements regarding password security, encryption, security patches, etc. These checks shall be done with a mobile device management system.

3.7. Insurance and liability

- Remote employees can avail company benefits such as health insurance and worker compensation.
- Only company owned equipment shall be covered by _____'s insurer _____.

3.8. Breach of policy

- Employees who willingly or unwillingly breach the policy or any requirements set forth within the policy shall be subjected to a disciplinary action.
- Management will have the right to revoke remote work privilege of any employee found to breach the policy.

_____: Remote Work Form

1. Employee details:

Name: _____

Employee ID: _____

Department: _____

Manager: _____

2. Remote work details:

Address: _____

Phone number: _____

I have read, fully understand and accept all the requirements and expectations described in the policy.

Employee: _____

Manager: _____