# Work-from-Home Policy

## Introduction

***[Organization Name]*** recognizes the benefits of working from home for employees and the organization, including increased productivity, cost savings, and a better work-life balance. This work-from-home policy document outlines the guidelines and expectations for employees who work remotely from home and the responsibilities of both employees and the organization in ensuring a successful work-from-home arrangement.

## Purpose

The purpose of this policy is to facilitate remote work arrangements for employees by providing guidelines and procedures that ensure productivity, accountability, communication, and work-life balance, while also safeguarding the security and confidentiality of the organization's information and data.

## Scope

This policy applies to all employees who have been with the organization for at least six months and have been approved to work remotely from home by their manager. Employees who work-from-home must comply with all applicable laws, regulations, policies and procedures outlined in this document.

## Policy Details

### **Eligibility**

Employees need approval from their department head or manager to work remotely. Those with access to confidential/sensitive information may be ineligible to work from home, per department discretion.

### **Equipment and Supplies**

Employees working from home must supply their own equipment, including a computer, internet connection, and telephone. The organization will not cover the expenses associated with the setup or maintenance of the employee's home office.

### **Security**

Employees working from home must secure their home office, follow security protocols and avoid public Wi-Fi. All confidential information must be protected using password protection, data encryption, and secure file sharing.

### **Hours of Work**

Remote employees must follow their regular work schedule, maintain records of work hours, be available, and responsive to their department/manager.

### **Communication**

Remote employees must use approved communication channels, respond promptly, and participate in virtual meetings and conference calls as required.

### **Productivity and Performance**

Remote employees must meet the same performance standards as in-office employees, completing tasks on time, meeting deadlines, and participating in evaluations.

### **Expenses**

Remote employees may get reimbursed for work-related expenses approved by their department. Requests for reimbursement must comply with the organization's policies.

### **Termination**

Work from home arrangements can be terminated by the organization or employee at any time, with or without cause.

## Disciplinary Action

Disciplinary actions for violating the work-from-home policy will vary based on the severity and frequency of the violation and the organization's policies and procedures. Possible actions include verbal or written warnings, suspension, or termination. It's important to support employee success and productivity and follow applicable laws and regulations. Employers should also provide opportunities for employees to seek help and support to improve their performance instead of solely punishing them for violating the policy.

## Declaration

I, ***[Employee Name]***, have read and understood the Work-from-Home Policy of ***[Organization name]***. I understand that this policy outlines the expectations and requirements for working from home and that I am responsible for adhering to these guidelines.

I agree to comply with the work from home policy and understand that failure to do so may result in disciplinary action, including termination. I also understand that I am responsible for maintaining a productive and secure remote work environment, including ensuring company information confidentiality.

I understand that working from home may not be suitable for all job functions and that eligibility for working from home will be determined by my supervisor and/or the HR department. I understand that if I am approved for work-from-home, it may be subject to periodic review to ensure that I continue to meet the requirements and expectations of the policy.

I agree to immediately report any issues or concerns related to working environment at home to my supervisor and/or the HR department.

By signing below, I acknowledge that I have read and understood the Work from Home Policy and agree to abide by its guidelines and requirements.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**