



Example Template

REMOTE WORK POLICY

Company: ABC Technologies LLC

Effective Date: June 1, 2026

Department: Human Resources

Purpose

ABC Technologies LLC supports remote work arrangements to promote productivity, flexibility, and business continuity while maintaining operational efficiency and collaboration.

Eligibility

Remote work may be approved for employees whose job duties can be effectively performed outside the office. Eligibility is based on:

- Job responsibilities
- Performance history
- Business needs
- Manager and HR approval

The company reserves the right to modify or terminate remote work arrangements at any time.

Work Schedule & Availability

Employees working remotely are expected to:

- Maintain regular working hours
- Be available during core business hours
- Attend scheduled meetings
- Respond to communications in a timely manner
- Accurately record work hours when applicable

Communication Expectations

Employees must use approved company communication tools, including email, messaging platforms, and video conferencing software.

Remote employees are expected to:

- Maintain regular communication with managers and team members
- Participate in meetings and collaborative activities
- Provide updates on work progress as required

Equipment & Technology

The company may provide necessary equipment and software for remote work. Employees are responsible for:

- Protecting company equipment
- Using company-approved systems and software
- Reporting technical issues promptly
- Returning company property upon request

Data Security & Confidentiality

Employees must comply with all company security and confidentiality requirements while working remotely, including:

- Using secure internet connections
- Protecting passwords and company information
- Using VPN access when required
- Reporting security concerns immediately

Performance Expectations

Remote employees are expected to maintain the same level of productivity, professionalism, and work quality as office-based employees.

Performance will be evaluated based on job responsibilities, communication, responsiveness, and overall results.

Expense Reimbursement

Approved business-related remote work expenses may be reimbursed in accordance with company expense policies and applicable laws.

Policy Compliance

Employees working remotely must comply with all company policies, including attendance, conduct, confidentiality, and information security policies.

Failure to comply with this policy may result in disciplinary action, including revocation of remote work privileges.

Policy Review

ABC Technologies LLC reserves the right to update or modify this policy at any time based on business or legal requirements.

Employee Acknowledgment

I acknowledge that I have read and understood the Remote Work Policy and agree to comply with its requirements.

Employee Name: _____

Employee Signature: _____

Date: _____

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