## REMOTE EMPLOYEE MONITORING POLICY

[Organization Name] believes in developing a relationship of trust with employees who wish to work from home, either on a part time or full time basis. At the same time, the organisation needs to be able to track and monitor projects and performance in order to understand our business and reach our collective goals. Thus, this policy establishes guidelines to ensure that: employee accountability and performance can be maximised within remote work arrangements; that the company's workflow runs smoothly; and that appropriate data may be collected to drive business decisions.

DEFINITIONS

“Time Doctor” is a downloadable, employee-friendly time tracking software that allows for productivity insights that enable teams to do their best work.

SCOPE

This policy applies to all [Organization Name] employees who work in locations other than the company's headquarters.

POLICY

Employees of [Organization Name] may work from home on a permanent or temporary basis, subject to approval from management, and in accordance with the organisation’s Remote Work Policy.

To ensure efficient and effective performance, and help the company determine a variety of important business metrics, remote employees are required to use Time Doctor. The use of Time Doctor is mandatory and not an option.

Time Doctor allows the organisation to track time, manage projects, complete timesheets and much more. While on Time Doctor, the following activities are restricted:

* Conducting personal activities such as using social media or messaging apps; and
* Doing side jobs

Meanwhile, the company also advises remote employees to:

* Choose a workspace that is both quiet and distraction-free;
* Have an adequate internet connection for their job;
* During working hours, devote their full attention to their job duties;
* Adhere to agreed-upon break and attendance schedules with their manager; and
* Ascertain that their schedules overlap with those of their team members for as long as necessary to effectively perform their job duties.

Team members and managers should establish both long- and short-term objectives. They should meet frequently (online or in person, as appropriate) to discuss progress and outcomes.

**Compliance with Other Policies**

Remote employees, like their office-based counterparts, must adhere to the company's policies. Refer to the Employee Handbook for details of all company policies.

**Non-Compliance**

Employees who do not comply with this policy may be subject to disciplinary actions up to and including termination of employment.