## WORKING FROM HOME

Some employees of <Company Name> participate in remote work or working from home arrangements. The intention of this policy is to outline parameters of working at home to ensure safety and success for both the employee and the organization.

DEFINITIONS

“Remote work” means working from a home or from another location rather than being required to go to the physical workplace or the employer.

“Intellectual property” includes intangible creations of the human intellect such as copyrights, patents, trademarks, and trade secrets. For the purposes of this policy, it also refers to any content, project or idea created for the employer by an employee.

POLICY

<Company Name> understands the unique challenges and benefits faced by the organization and our employees when employees are teleworking/telecommuting. <Company Name> has safeguards in place to ensure the safety and well-being of our employees and the protection of company and client information.

Employees may only work from home with prior approval of their supervisor or manager.

Formal and/or Hybrid Working from Home Arrangements

<Company Name> may provide the employee the option to either work from home full-time or work in a hybrid model, both from home and work. The opportunity provided by the employer is temporary and will be reviewed on a regular basis. In no way does a full-time working from home or hybrid schedule form a basis, expectation, or condition under the employee’s employment agreement. The employer reserves the right to amend your schedule, place of work and/or require you to return to work full time at any time and reason at the sole discretion of the employer.

Employer Responsibilities

* Provide relevant health and safety information and plans to ensure the employee’s safety while working from home including but not limited to ergonomic safety, fire safety, and working alone, and ensure employees are following these expectations
* Set clear expectations surrounding duties, expectations, and deadlines as well as the importance of taking scheduled breaks
* Provide the necessary information and equipment the employee requires to complete their duties and maintain client and company information safely and confidentiality

Employee Responsibilities

Employees are expected to:

* Be working during the times set out in their employment contract, taking breaks as outlined
* Maintain contact with the office and keep managers informed about the status of projects and any issues that arise
* Behave in a professional, respectful, and courteous manner at all times when representing the organization, whether by phone, email, or any other internet platform or communication channel
* Follow the health and safety guidelines provided from the employer for setting up a safe working environment at home including but not limited to office ergonomics, fire and electrical safety, and violence and harassment
* Immediately report any health and safety accident or incident to the employer, just as they would at the office so that it can be followed up on and investigated as required
* Ensure all computers, devices and operating systems are set up according to the specifications of <Company Name>
* Ensure all confidential or proprietary information is secured using appropriate online security features such as closed internet connections, firewalls or encryption, or in locked filing cabinets. Employees must report any security breaches to their supervisor immediately
* Ensure all physical property loaned by the company is maintained in good working order and notify management immediately in the event any equipment is broken, damaged, lost or stolen

All property of <Company Name>, including physical property and intellectual property, remains the property of the organization and must be returned to <Company Name> at the end of the working from home arrangement or the end of the employment relationship, whichever occurs first.

Any employee who fails to comply with the responsibilities outlined in this policy may have their teleworking privileges revoked, or be subject to disciplinary action, including termination of employment.