REMOTE WORK POLICY

[Organization Name] has identified certain positions that will be carried out remotely by those who hold them. The intention of this policy is to outline parameters of working remotely 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

[Organization Name] understands the unique challenges and benefits faced by the organization and our employees when some or all employees hold remote work positions. This policy outlines the directions and safeguards in place to ensure the safety and well-being of our employees and the protection of company and client information.

Determining Eligibility

Where it is deemed feasible or necessary, the organization will create remote positions.

The following positions at the organization are fully remote positions:

* [LIST THEM]

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, who to report to, how to determine and/or track projects or deadlines
* Provide the necessary information and equipment the employee requires to complete their duties and maintain client and company information safely and confidentiality
	+ This includes the provision of important communications systems for use in remote locations such as phone, email, Zoom
* Reimburse employees for office expenses as outlined in the [Insert Policy Name] or as outlined below

Employee Responsibilities

Employees are expected to:

* Be working during the times set out in their employment contract, taking breaks as outlined
* Contact your supervisor if you have any questions or concerns about your task or workload, including asking for permission prior to working outside of regular business hours (flex-time or overtime)
* 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 [Organization 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, and that additional members of your household do not have access to this information.
* 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 that any equipment is broken, damaged, lost or stolen

Equipment and Expenses

The organization will provide the following equipment to all remote employees:

* Example: A headset
* Example: A phone number and login to an online calling platform
* Example: A desktop computer
* Example: A $50/month allowance for office supplies such as paper, printer ink

Employees who work remotely are responsible for providing the following:

* Example: A desktop or laptop computer that meets requirements

The organization will reimburse employees for the following office or technology expenses:

* Example: A flat rate of $X per month for internet
* Example: X% of your home internet cost
* Example: Paper, pencils, printer ink (with receipts), dedicated telephone lines, Internet access, business telephone calls, office supplies

Any expenses must be submitted to [Insert Name/Position] via email by [example: the second last Friday of each month]. To be eligible for reimbursement, an expense form must be completed properly and receipts must be attached. Employees who miss the submission deadline can expect their reimbursement on the next available reimbursement date. Expense reimbursements will be provided by direct deposit on [Example: the first Friday of each month].

All property of [Organization Name], including physical property and intellectual property, remains the property of the organization and must be returned to [Organization Name] at the end of the teleworking 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 be subject to disciplinary action, including termination of employment.