

# Remote Work Policy

## 1. Introduction

This document outlines the remote work policies for employees who are eligible to work remotely. The company is committed to providing flexibility while ensuring that employees remain productive and maintain clear communication.

## 2. Eligibility

- Full-time employees who have been with the company for at least 6 months.
- Employees who have demonstrated strong time management skills.
- Positions that do not require a constant physical presence at the office.
- Managerial approval is required before starting remote work.

## 3. Expectations

- Employees are expected to maintain the same level of productivity as in-office work.
- Clear communication with managers and team members must be maintained.
- Employees should be reachable during standard working hours.
- Deadlines and project timelines must still be adhered to, regardless of work location.

## 4. Time Tracking

- Employees are required to use the company's time-tracking software.
- Time entries must be accurate and reflect work done on projects.
- Regular check-ins may be scheduled to monitor progress and productivity.
- Breaks and lunch periods must be documented as per standard work policies.

## 5. Equipment Use

- Employees must use company-provided equipment for remote work.
- Equipment should be maintained properly and returned if no longer needed.
- IT support will be available remotely for any issues that arise.

- Personal use of company equipment should be kept to a minimum.

## **6. Signature**

I have read and understand the remote work policy and agree to adhere to the terms outlined.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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