**REMOTE WORK POLICY TEMPLATE**

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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|  |  |  |  |  |

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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## **STATEMENT OF PURPOSE**

Include the purpose of the policy.

## **SCOPE**

Include who and what the policy covers.

## **RULES AND EXPECTATIONS**

Include duties, obligations, and responsibilities expected of employee.

## **WORKSPACE AND EQUIPMENT**

| EMPLOYER PROVIDED EQUIPMENT AND MAINTENANCE / USAGE EXPECTATIONS |
| --- |
|  |
| EQUIPMENT TO BE PROVIDED BY EMPLOYEE |
|  |
| WORKSPACE EXPECTATIONS |
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Detail any additional requirements and comments.

## **COMMUNICATION**

Outline the methods and availability for online and offline communication.

## **SECURITY**

Provide security requirements or link to the security and/or remote access agreement.

## **HEALTH AND SAFETY**

Outline requirements for safety training and agreement to maintain a safe work environment.

## **CONFIDENTIALITY**

Provide confidentiality guidelines or link to existing confidentiality agreement.