**WORK FROM HOME POLICY**

**Background:**

This work from home policy (the “Policy”) is created and effective as of the [INSERT DATE] (the “Commencement Date”).

The Agreement is between:

1. [INSERT COMPANY/ORGANIZATION DETAILS] (“Employer”)
2. The Employees of [INSERT COMPANY/ORGANIZATION NAME] (“Employee” or collectively the “Employees”)

The Employee agrees to the following terms:

**Objectives:**

1. The purpose of this Policy is to provide Employees with guidelines and to outline the relevant procedures relating to those Employees that work from home, either on a full-time or flexi basis.
2. This Policy will apply to any Employee of [INSERT BUSINESS/ORGANIZATION NAME] working from any place that is outside of the Employers physical office base.
3. Working from home can be a temporary or permanent arrangement between the Employer and Employee and may change from time to time.

**Eligibility:**

1. An Employee may work from home if their duties can be satisfactorily performed outside of the Employers physical office space, and they fulfil the criteria set out within clause 6.
2. Not all positions are capable of being performed remotely thus will not be eligible to work from home. For example, [INSERT RELEVANT JOB EXAMPLE THAT IS INELIGIBLE].
3. In order to work from home all Employees must fulfil the following criteria:
	1. Have access to a reliable internet server;
	2. Be competent and capable to perform their duties with minimal supervision;
	3. Possess good organization and time-management skills;
	4. Carryout the work in an environment that will enable them to fulfil their duties effectively and efficiently; and
	5. [Have worked for the Employer for at least [INSERT MINIMUM TIME PERIOD] [months] OR [years].

**Employees obligations:**

1. Employees shall arrange and agree their individual work from home arrangements with their managers.
2. All Employees working from home must meet the following requirements:
	1. Be capable of performing the same duties, assignments, or anything else they are reasonably requested to do as they would if they were working within the Employers physical office space.
	2. [Arrange childcare during their work from home hours.]
	3. Be available to communicate and collaborate with the Employer or other Employees during their working hours.
	4. The Employer and Employee must agree on the number work from home days, the Employees work schedule and the method and frequency of communications between the Employee and the Employer or their supervisor. The Employee must be available for agreed contact hours, online or over the phone, during the working hours.

**Privacy and Security:**

1. Ensuring that company information and data is kept secure is a high priority for both the Employer and the Employee.
2. Employees must follow and maintain the same expectations and measures to secure the Employers data as they would if they were working within the physical office.
3. This duty may involve acquiring locked file cabinets, using encryption, regular password management and any other measures that the Employer may reasonably deem to be appropriate and necessary.
4. Breaching any of the security measures will result in disciplinary action.
5. [Employees shall be provided with access to a Virtual Private Network (VPN) in order to secure connections with company servers and networks.]
6. [You are required to use the VPN at all times during your working hours.]
7. [The VPN shall not be used outside of business purposes.]

**Equipment:**

1. [The Employer will provide you with the following equipment for use in your home office space:
	1. [INSERT EQUIPMENT SUPPLIED].
2. Any equipment provided by the Employer will be maintained by the Employer.
3. Any equipment supplied by the Employee shall be maintained by the Employee. The Employer shall not be responsible for any damage or repairs caused to equipment owned by the Employee.
4. All equipment provided by the Employer must be used for appropriate business purposes only, unless otherwise agreed in writing.
5. [The Employer shall provide the Employee with an allowance of $[INSERT AMOUNT] per [day] OR [month] for office related costs such as, electricity or rent.]]

**OR**

1. [The Employer will not provide the Employee with any equipment for their home offices.
2. The Employee is responsible for providing their own equipment.]

**Procedure:**

1. Work from home arrangements will be decided on a case-by-case basis and subject to the discretion of the Employer by taking into account what is in the Employers commercial best interests. Some positions may not have the option to work from home if the Employer deems it to be unfeasible.
2. Employees that would like to work from home should submit a request to [INSERT CONTACT DETAILS] OR [ using the employee portal].
3. The decision made by the Employer is binding and final.
4. Work from home arrangements may vary. For example, they may involve short-term requests to complete a specific project or when travelling for business.
5. Employees must adhere to all of the Employers policies and procedures whilst working from home. If they fail to comply with this, it will result in disciplinary action.
6. The Employer may cancel or suspend an Employees right to work from home at any time due to any reason by providing the Employee with written notice.

**Contact:**

1. If you have any questions regarding this Policy, please contact [INSERT CONTACT NAME] at [INSERT CONTACT EMAIL] or [INSERT CONTACT NUMBER.]