

**REMOTE & HYBRID WORK POLICY**

*You can use this template as a basis to specify regulations for remote- or hybrid-working employees. You can adapt it according to your context and make it accessible to your employees.*

1. PURPOSE

[*Insert company name*]'s remote and hybrid work policy outlines safe and productive working parameters for remote- or hybrid-working employees. This policy aims to safeguard both the employees' and the organization's interests by outlining the working conditions and expectations.

Appropriate work arrangements are defined with managers and will be reviewed [*define cadence*] and potentially adjusted as warranted by business needs.

1. PROCEDURES

Working remotely comes with a few responsibilities to ensure that employees will remain effective, regardless of their work location:

* Employees need to align with their manager before making any remote working plans.
* Remote employees need to ensure a highly reliable internet connection.
* Remote employees need to indicate that they’re working remotely in [*insert internal communications tool*] and state their working hours, e.g., "Working remotely between 11:00–19:30 eastern time.”
* Remote employees must be available via [*specify through which channels employees shall be available*] during their stated working hours.
* Remote employees shall never connect to any Wi-Fi network that is not password protected and shall always check the full information security requirements when working from nonoffice locations.

1. ELIGIBILITY

Employees qualify for remote work if their job allows them to work remotely with no productivity loss.

Remote and hybrid employees need to attend [*define cadence*] cybersecurity training sessions.

1. EXPECTATIONS

Remote employees are expected to work just as productively as in-office employees and must be available during the core office hours of [*insert core hours*]. Employees that work from a different time zone need to clearly state their work hours through internal communication software (as outlined in Section 2. Procedures). Due to the nature of their work, it might be required that remote employees work outside of their stated hours in order to attend critical meetings. Hybrid employees are expected to work [*define cadence*] from the office.

1. TECHNOLOGY AND EQUIPMENT

Employees are expected to use company equipment when working remotely and will not do company work on noncompany equipment.

1. EXCEPTIONS

For certain roles and in specific circumstances, managers will make case-by-case exceptions to the policy above.