Remote Work Policy Template

A practical starting point for remote and hybrid work: eligibility, hours, communication, equipment, security, and how work is measured.

Organization	[Organization name]
Policy owner	[Role or person]
Effective date	[YYYY-MM-DD]
Review date	[YYYY-MM-DD]
Version	[1.0]

How to use this template

Replace the highlighted fields and choose the clauses that match how your organization works. Remove examples that do not apply. Share the final policy with everyone who works remotely or manages remote workers.

Important

This template is general operational guidance, not legal, payroll, tax, employment, or labor-law advice. Remote-work rights, expenses, tax, and health-and-safety obligations vary by country, employer, and contract. Have a qualified adviser review the final policy when compliance matters.

1. Purpose

This policy explains how [organization name] manages remote and hybrid work so people can work effectively away from a central office while the team stays connected, secure, and accountable.

It sets shared expectations without relying on surveillance.

2. Scope

This policy applies to [employees / contractors / selected roles] who work remotely some or all of the time.

Where a contract or local law sets different rules, those rules take priority.

3. Eligibility and approval

Remote work is available for roles that can be performed effectively off-site, subject to [manager] approval.

To request remote or hybrid work, [describe the request process]. Approval considers the role, performance, and team needs.

4. Working hours and availability

Remote workers keep their agreed working hours and are reachable during [core hours]. Time zones and expected response times are agreed with the manager.

Let your team know when you are unavailable and set your calendar and status accordingly.

5. Communication and meetings

Use [tools] for messaging, calls, and file sharing, and respond within [agreed time] during working hours.

Attend scheduled meetings and keep your status and shared calendar current. Camera use follows team norms.

6. Equipment and expenses

The organization provides [equipment provided]. Reimbursable expenses include [list]; personal internet and home-office costs are handled per [rule].

Report faults with company equipment to [role] promptly.

7. Workspace, health, and safety

Work from a safe, suitable workspace with a reliable connection, follow basic ergonomic guidance, and take regular breaks.

Report any work-related health or safety concern to [role].

8. Data security and confidentiality

Use approved devices, keep software updated, and connect through [VPN / secure method]. Do not use unsecured public networks for confidential work.

Lock devices when unattended and follow the organization's security and privacy policies.

9. Time recording and performance

Record working time in [system] and focus on agreed outcomes. Remote work is managed by results and regular check-ins, not screenshots or activity monitoring.

Raise blockers early so work stays on track.

10. Roles and responsibilities

Remote workers: keep hours, stay reachable, protect data, and communicate proactively.

Managers: set clear expectations, review by outcomes, and support the team. Policy owner: maintain this policy and review it periodically.

11. Exceptions and review

Exceptions require approval from [role], and questions go to [contact or channel].

This policy is reviewed on the review date or when working arrangements change materially.

Implementation checklist

- Decide which roles and people are eligible for remote or hybrid work.
- Set working hours, core hours, and expected response times.
- Choose the communication tools and meeting norms.
- Agree equipment, expenses, and workspace expectations.
- Set device, network, and data-security requirements.
- Decide how time and outcomes are recorded and reviewed.
- Review local requirements, approve the policy, and share it with the team.

Policy approval and acknowledgement

Policy approved by	
Approval date	
Next review date	
Employee acknowledgement method	

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