This Work From Home Policy has been created based on Workpuls’ Work From Home Policy. You can copy it and use it as is, or you can make changes and make it more suitable for your organization.

# Work From Home Policy Template

## Policy Brief and Purpose

This policy has been created to help employees guide through the work from home process. It sets out basic rules and tips everyone will need to follow when working from home.

## Scope

This policy applies to all **[company name]** team members who occasionally work from home for various reasons.

All [company name] employees are allowed to work from home for [number] days per month, if their job role permits it. Employees who are in daily face-to-face contact with clients and customers aren’t eligible to work from home, and this policy doesn’t apply to them. Those team members who perform most of their daily duties on a computer can occasionally work off-site.

## Relation to Other Company Policies

While working from home, employees must still adhere to all the conditions in their contract, additionally the same rules and policies apply. Therefore, anything related to conduct, confidentiality, sick leave, cybersecurity, etc. applies regardless of employees’ location, and the same disciplinary actions apply as well.

## Work From Home Policy Basics

Working from home, or telecommuting means that employees will be completing their daily activities in a place located outside of the company’s premises. Employees might work from home:

* Full-time
* On certain days
* Everyday, dividing their schedules to spend a couple of hours in the office and the rest of the day outside.

Work from home plans can be occasional, temporary or permanent.

Reasons employees can ask to work from home include, but aren’t limited to:

* Medical reasons
* Emergencies
* Parenting
* Long commute
* Bad weather
* Emergencies

Employees are able to approach their managers with other reasons, but it’s at manager’s discretion whether they’ll allow it or not.

## For Managers: How to Determine Whether an Employee Should Work From Home

If you are a team leader or a manager at **[company]**, employees will send their work from home requests to you. We advise you to consider and ask these questions before approving the request:

* Does an employee's job allow for off-site work?
* Are there any cybersecurity or data privacy issues?
* Will the team be able to collaborate effectively with this employee working from home?
* Do employees have all the necessary equipment at home? Can they take home office equipment that they might need (extra screens, headphones, etc.)?

## For Employees: Requesting Work From Home

When an employee requests to work from home, the following procedure must be followed:

1. Employees file a request through email at least **[number]** days in advance. The request should include the reason for working from home, the number of days the employee wants to work from home, as well as if they need to take any equipment home.
2. Manager considers all elements mentioned above.
3. If the employee is requesting to work from home for more than a week, they should have a meeting with their team leader to discuss workload, goals and schedules.

In case of an emergency or unforeseen reasons, employees should file the work from home request as soon as possible. Additionally, employees may obtain verbal approval from the manager in this case (so it could be approved on time) and then send out an email to request the written approval as well.

If a manager and an employee are located in different time zones, the employee may contact the HR department to ask for approval, or another senior member of their team.

## Work Expectations

Depending on the position, some employees may work flexible hours while working from home, while others must follow the usual schedule, make sure to clear this up with the managers upfront.

Employees must still meet the agreed deadlines, and make sure their work is done with the highest quality.

While working from home, employees will still be using the same tools they were using in the office.

Performance of employees working from home will be measured in the same way as if they were working in an office.

## Keeping the Data Secure

Making sure that company’s data is secure is as important as it is in an office. Employees must still follow all procedures related to security protocols even while they’re working remotely.

Employees will get access to Virtual Private Network (VPN) to secure connections with company servers and networks. The VPN should be used at all times during work hours, and never used outside of working hours.

## Compensation and Benefits

Work from home doesn’t affect the employment terms in the contract. In case that it does, the HR must create a new contract for the employee in question.

Employees are advised to work from a safe and secure location, as the company is liable for injuries suffered in the defined workspace during work hours.

*Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workpuls will assume any legal liability that may arise from the use of this policy.*