

Work from Home Policy

Sample policy provided by Transitional Solutions Inc.

Purpose

The purpose of this policy is to ensure each position's main areas of responsibilities can be completed from home effectively. The [ORG NAME] is committed to providing workplace practices designed to help employees balance work, personal, and family responsibilities, and to remain healthy and safe at all times.

Scope

This policy applies to all employees who work from home.

Responsibilities

Human Resources will:

- Work with managers and employees to determine what employee job duties can be performed from their homes.
- Ensure managers are trained and have the resources to manage employee performance remotely.
- Identify key employees and who their backups are in the event the key employee cannot work.
- Work with managers to ensure employees are properly trained to work from home.

Information Technology will:

- Work with employees to ensure they have the necessary hardware, software, and bandwidth needed.
- Promptly provide technical support to employees.
- Ensure proper cyber security dependent on position and sensitivity of documentation

Employees will:

- Uphold a strong work ethic while working from home.
- Change office phone outgoing message with directions on how to reach them or forward office phone calls to their cell phone.
- Determine what types of home interruptions are acceptable and develop rules for family members regarding interruptions while working from home.
- Determine a work office location within their home that is free of distractions.
- Set a work schedule and work according to this schedule. Communicate changes to their schedule as they arise.

- Meet deadlines as normal.
- Maintain contact with colleagues and their manager regularly.
- Keep their manager informed about the status of their work and communicate difficulties as they arise.
- Attend all scheduled conference calls.
- Use organizational-owned equipment and supplies only for work-related purposes.
- Maintain the same level of professionalism used while at the office.
- Maintain security of organizational servers, information, and equipment.
- Take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of the organizational-owned property.
- Not leave equipment unattended in public or in a vehicle.
- Keep food and drinks away from equipment at all times;
- Lock their accounts when devices are not in use.
- Immediately report any incident or suspicion of unauthorized access to their account and/or disclosure of corporate data or resources;
- Will not open/download/upload any applications, images, videos, files, etc. from networks outside of organization onto an organization-owned device unless for a legitimate work-related purpose and from a source that they know for fact is trusted.

Managers will:

- Support and manage employee performance remotely.
- Ensure proper distribution of work between employees.
- Set expectations with employees in terms of communicating, meeting deadlines, quality of work, etc.
- With employees, determine goals, priorities, and timelines for completion.
- Schedule regular calls to review progress of employee's tasks.
- Address performance issues immediately.

Senior Management will:

- Establish Work from Home Employee Agreements are in place for all employees working from home.
- Ensure managers are properly supporting and monitoring employee performance.
- Clearly communicate guidelines and requirements on various telecommuting issues and expectations to managers.

WORK FROM HOME EMPLOYEE AGREEMENT

I, _____: (First name, Last name)

I acknowledge that I will take proper care of all equipment that I am entrusted with, as listed below. I will return all of the equipment listed below in proper working order. I understand I may be held financially responsible for lost or damaged property. I understand that failure to return equipment will be considered theft.

Organization-owned property in my possession:

Equipment Type/Make/Model	Serial Number	Condition

Signed, this _____ day of _____, 2020.

Employee Signature _____

Manager Signature _____