

Work From Home Policy

The purpose of this Work from Home Policy is to establish guidelines and procedures for employees who work from home or telecommute. This policy outlines the company's expectations for work performance, communication, and security when employees are working remotely.

Eligibility

Employees may be eligible to work from home or telecommute if their job duties can be performed effectively outside of the office environment. The decision to allow an employee to work from home is at the discretion of the employee's supervisor and subject to approval by Human Resources.

Guidelines

- a. **Work Performance:** Employees who work from home are expected to maintain the same level of work performance and productivity as they would in the office. Employees are responsible for ensuring that their work area is free from distractions and conducive to their work tasks.
- b. **Communication:** Employees are expected to maintain regular communication with their supervisor and colleagues through email, phone, or video conferencing. Employees must respond to all communication in a timely manner and ensure that they are available during regular business hours.
- c. **Schedule:** Employees who work from home must maintain a regular work schedule that is approved by their supervisor. Any changes to the schedule must be communicated in advance to the supervisor.
- d. **Equipment:** Employees are responsible for providing their own equipment and technology for working from home, including a reliable internet connection. The company will provide support for any company-owned equipment or software needed for remote work.
- e. **Security:** Employees are responsible for maintaining the security of company information and data while working from home. This includes ensuring that their work area is secure, using secure passwords and encryption, and not sharing company information with unauthorized individuals.
- f. **Expenses:** Employees will not be reimbursed for expenses related to working from home, such as internet or phone service fees, unless pre-approved by their supervisor.
- g. **Return to Office:** Employees who work from home may be required to return to the office for meetings, training, or other work-related activities as determined by their supervisor.

Violation of Policy

Violation of this policy may result in disciplinary action, up to and including termination of employment.