REMOTE LOCATION WORK POLICY



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**2. OVERVIEW**

2.1 PURPOSE/OBJECTIVE



1. To regularize attendance while an employee is working from Remote Location
2. This policy outlines our guidelines for employees who work from a location other than our office(s)
3. We want to ensure that both employee and our Company XYZ will benefit from these arrangements
4. This policy is to set out the way in which COMPANY XYZ will consider applications for remote working, expectations of its employees working remotely, and the arrangements necessary to support remote working.

2.2 SCOPE



This policy is applicable for all employees of COMPANY XYZ who are working remotely and whose primary work location is not at our office

**3. POLICY**

3.1 RULE AND APPLICABILITY



1. At COMPANY XYZ, Remote working is a permanent or temporary agreement between employee(s) and manager(s) to work from a non-office location for a pre-defined period
2. We do recognize that there may be an occasion when it would be more beneficial or flexible for employees of COMPANY XYZ to work remotely either on permanent basis or to complete tasks for special project(s)
3. However, it is not possible to allow all employees at all level(s) of COMPANY XYZ to work from remote location all the time. The reasons for that are: -
4. The requirement of jobs may not be suitable for such arrangement.
5. People are more productive, collaborative and innovative when they work in team(s) in the office environment
6. Employees may get hit with bad internet connection, slower VPN connection that makes application slow down
7. It’s hard for manager to see and resolve problems of employees working from home
8. It takes lot more time to organize and monitor effective virtual teamwork.
9. It requires a much greater effort to ensure that the communication has passed as expected since misunderstanding is more likely to occur
10. Speed and quality are often sacrificed when employee works from remote location

3.2 PROCEDURE



1. Permanent remote work employees should indicate their primary working address in a remote working agreement. This contract will also outline their responsibilities as remote employees.
2. Team members and managers should determine long-term and short-term goals.
3. They should frequently meet (either online or in-person when possible) to discuss progress and results.
4. Serious consideration will be given to all Remote Working requests
5. COMPANY XYZ reserves right to withdraw their employee’s approval for Remote Working if they believe its use is being abused or for any other reasonable needs of COMPANY XYZ, to carry out its business
6. While working remotely, the employee must continue to complete all duties required
7. While working remotely the employee must maintain contact with their office based colleagues
8. To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:
9. Choose a quiet and distraction-free working space
10. Have an internet connection that’s adequate for their job
11. Dedicate their full attention to their job duties during working hours
12. Adhere to break and attendance schedules agreed upon with their manager
13. Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively
14. Our remote employees must follow our Company XYZ’s policies and processes like their office-based colleagues. Examples of policies that all employees should abide by are:
15. Attendance
16. Social media usage
17. Confidentiality
18. Data protection
19. Employee Code of Conduct
20. Dress code when meeting with customers or partners
21. Compensation will be determined by the job role and Benefits will not be altered by a remote working agreement

3.3 WORKING ARRANGEMENT



1. **Workload, Reporting and Monitoring:**
2. All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee’s Reporting Manager in line with normal procedures.
3. **Equipment:**
4. Employees who are required to work from remote location would normally have all equipment and associated costs covered by COMPANY XYZ
5. However, if an employee chooses to work from remote location, and this is agreed by the reporting manager, then they would normally provide their own equipment
6. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and the IT policy.
7. Employee must ensure that any such equipment provided is returned at the end of the arrangement in good condition.
8. Any equipment must NOT be left unattended in any vehicle at any time.
9. If it is found that the equipment assigned to employee for working from home is in bad condition or is not in working condition then the cost of equipment should be procured from employee responsible.
10. Employees must keep their equipment password protected.
11. Store equipment in a safe and clean space when not in use.
12. Follow all data encryption, protection standards and settings.
13. Refrain from downloading suspicious, unauthorized or illegal software
14. **Personal Details and Safety:**
15. Employees are strongly advised not to meet volunteers, clients, or customers at home.
16. In the event that any employee feels this is essential they must gain prior approval from their Reporting Manager/ HoD
17. **Confidentiality and Access:**
18. When working remotely, the employee must be aware of the increased risk of a security breach
19. IT equipment provided to the employee to support the remote working arrangement is for the exclusive use of that employee alone. The employee is not permitted to allow family members or friends to use IT equipment provided to them
20. When working in a public area, the employee must take all reasonable steps to ensure that the confidentiality and security of COMPANY XYZ’s information. The employee should ensure that any documents/laptop screens are, as much as possible, not visible to members of the public
21. While working remotely, employees will remain subject to all confidentiality clauses contained within their contract of employment. A disclosure of confidential information during the course of employment may be considered by COMPANY XYZ as gross misconduct and grounds for termination of employment without notice.
22. **Health and Safety:**
23. Employees are required to comply with COMPANY XYZ’s Health and Safety policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.
24. **Reporting Sickness Absence**
25. In the event that the employee is sick during a period of working at remote location then COMPANY XYZ’s sickness reporting rules must be followed
26. The employee is required to keep their Reporting Manager informed of the likely date of return to work, the reason for the absence, and progress
27. **Compliance:**
28. Failure to comply with any aspect of this policy or related policies such as IT policy may lead to a disciplinary action