**Employee Telework Policy**

The [Employer] telework policy outlines guidelines for employees who work from a location other than our office(s). Adherence to this policy ensures that both employees and [Employer] will benefit from these arrangements. Supervisors have the authority to establish telework arrangements and are encouraged to give serious consideration to all reasonable requests. However, arrangements should be authorized only when it is in the best interest of [Employer] to do so.

**Telework Agreement**

Telework is a permanent or temporary agreement between employees and supervisors to work from a non-office location for more than [number of days.] Employees may work remotely on a long-term/permanent, short-term/temporary, or project-specific basis. **All employees must be granted permission from and submit an Employee Telework Agreement to their supervisor prior to any change in work arrangements.**

[Employer] reserves the right to determine employee eligibility on a case-by-case basis.

**Successful Telework Arrangements**

To ensure that employee performance will not suffer in remote work arrangements, [Employer] advises its teleworking employees to:

* Choose a quiet and distraction-free working space.
* Have an internet connection that’s adequate for their job.
* Dedicate their full attention to their job duties during working hours.
* Adhere to break and attendance schedules agreed upon with their manager.
* Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.
* Determine long-term and short-term goals with colleagues and supervisors.
* Frequently meet (either online or in-person when possible) to discuss progress and results.

**Compliance with Policies**

Teleworking employees must follow [Employer’s] policies just as their office-based colleagues do. Examples of policies that all employees should abide by are:

* Attendance.
* Social media usage.
* Confidentiality.
* Data protection/security.
* EmployeeCode of Conduct.
* Anti-discrimination/Equal opportunity.
* Dress code when meeting with customers or partners.

**Equipment**

[Employer] will provide our remote employees with equipment that is essential to their job duties, including but not limited to: laptops, headsets, and cell phones (when applicable.) [Employer] will install private network and company-required software/programs when employees receive their equipment. [Employer] will not provide secondary equipment (e.g. printers and screens.)

All equipment provided is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

* Keep their equipment password protected.
* Store equipment in a safe and clean space when not in use.
* Follow all data encryption, protection standards and settings.
* Refrain from downloading suspicious, unauthorized or illegal software.