



PROPOSAL KIT SAMPLE

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TELECOMMUTING AND REMOTE WORK POLICY

This policy sets forth guidelines and defines the conditions under which an employee, contractor, vendor, or any other person (user) may remotely use Company business assets, including, but not limited to Company Internet access; its private network(s); its vendors, suppliers and partner's networks; and its Email system or any other access point or connection resource, while conducting business for or on behalf of the Company.

Introduction

The Company makes available its various assets, hardware, software, services, and computer network(s) in order to allow its employees remote access to resources to effectively execute their job functions and duties outside of normal Company locations and offices. This policy defines the Company's official policy regarding Internet connectivity and usage while working remotely as well as describing the documentation and recordkeeping required by our Human Resources department for payroll.

Before access to the Internet via the company network is approved, users are required to read and sign this Telecommuting and Remote Work Policy prior to beginning such work in order to be fully credited or compensated for the work they are performing.

The following conditions for telecommuting and remote work are understood and agreed upon by the employee and the management of <<Company>>.

The employee's authorized remote work location shall be:

<<Employee Address>>
<<Employee City>>, <<Employee State>> <<Employee Postal Code>>

The employee's authorized remote work location shall consist of the following:

<< Describe location requirements, hardware requirements and/or company software to be used. >>

Company Initials _____ Employee Initials _____

The employee shall access the Company Network using only the following:

<< Describe connectivity requirements, software required and security procedures to be followed. >>

The employee's telecommuting work schedule will be:

<< Insert work schedule here. >>

The employee's reporting requirements to Human Resources shall be:

<< Insert reporting requirements here. >>

General Telecommuting Policies and Code of Conduct

Telecommuting is for the benefit of the Company. Employees of <<Company>> shall conduct their work from a remote location in the same manner as if they were in Company's offices.

Employees must adhere to their normal work schedule and make themselves available for communication and meetings during their normal work hours.

During normal work hours, employees must get authorization or acknowledgment from their manager or supervisor that they have permission to leave their telecommuting location.

Employees who send or receive personal email or communications from their remote work location, so long as any email is sent using a Company Email account, shall have the authorized Company disclaimer at the bottom of the email stating that the contents of this message may not represent the views of the Company.

Employees may not make use of personal or non-authorized email accounts or forms of communication while at their remote location for the purpose of Company business without first obtaining permission from the Company.

Employees performing work at a remote location must report all suspected breaches of security, viruses, spyware or other occurrences that may impact the integrity of the systems or network(s) they interact with while accessing Company resources from their remote location.

Subject to the Company Acceptable Use Policy (AUP) for accessing Company Resources and Networking, employees may NOT access Company Resources if ANY of the

DEMO CONTRACT

Company Initials _____ Employee Initials _____

This demo contract has been truncated. The complete 4 page
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template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/telecommuting-remote-work-policy.htm>

Once you purchase, download and install a retail Contract Pack
that includes this contract, the complete version of this contract
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Company Initials _____ Employee Initials _____

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