

# Remote Work Policy

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**Version 1.0**  
**15<sup>th</sup> February 2021**

# Document History

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Approved by:	Areff Salauroo

Release date	Version	Change Details	Reviewed by
15.02.2021	1.0	Submitted for review	Areff Salauroo

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# REMOTE WORK POLICY

## 1.0 Objective

Our Employee remote work policy outlines our guidelines for employees who work from a location other than our offices. This policy is to ensure that both employees and our company will benefit from these arrangements.

## 2.0 Scope

This policy applies to all employees who have been authorized to work remotely.

## 3.0 Policy elements

Remote working is an agreement between employees and managers to work from a non-office location for a determine number of days.

## 4.0 Remote working agreement

Employees may work remotely for a define period prior agreement with their respective managers/ HOD.

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote 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 or HOD.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

## 5.0 Compliance with Policies

Our remote employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

- Cyber Security
- E-Mail
- Password

## 6.0 Equipment

The company will provide our remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable).

Equipment that the company provide 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.

## 7.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## 8.0 Employee Declaration

I have read and I understand the above Remote Work Policy, and consent to adhere to the rules outlined therein.

**Name** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_