

Remote work is an arrangement that can be made on a case-by-case basis at the Company's sole discretion where employees are allowed to regularly perform some or all assigned duties at home or another location for all or part of their workweek. Remote work is also an alternative work arrangement in the event of an emergency such as a weather disaster or pandemic. In these situations, [Company name] may allow or require employees to temporarily work from home to ensure business continuity.

When remote work is required due to an emergency, employees will be advised of any such requirements by their [Manager]. When such arrangements are initiated, Managers will work with their team to discuss job responsibilities, scheduling issues and equipment needs such as hardware, software, phone and data lines. Our [IT department] is available to review these equipment needs and to provide support to get employees up and running in a remote work environment.

When remote work is a voluntary work arrangement, requests will be reviewed by the employee's [manager] and/or [Human Resources] and authorization of such requests will depend on Company needs, the needs of the job, the employee's job performance and attendance history, as well as his or her personal situation, among other factors.

When working remotely is required or allowed, employees will establish an appropriate work environment within his or her home for work purposes. [Company name] will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, remote employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for remote work arrangements, and [Company name] may require employees to return to regular, in-office work at any time. The Company reserves the right to modify or eliminate at its sole discretion any remote work arrangement at any time, with or without notice.