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REMOTE WORKING POLICY

1. Introduction

1.1 This policy document does not form part of the terms and conditions of employment for employees at **[Insert Organisation name]** ("the Organisation").

1.2 This policy should be read in conjunction with the Flexible Working, Data Protection and Cyber Security Policies issued by the Organisation. Where a conflict arises between this policy and the aforementioned policies – the aforementioned policies will prevail.

1.3 If you have any questions regarding these guidelines and how they apply to you, please consult **[Insert manager's name], [Insert manager's position]** before taking any action that may breach this policy.

2. Eligibility

Employees may apply via their manager to work from home. To be eligible to work from home, an employee must have been an employee (full or part-time) for a minimum period of 26 continuous weeks and not subject to either a probationary period or current disciplinary procedure.

3. Exceptions to Eligibility

The eligibility criteria above will not apply where an employee is requested to work from home by the employer, or where government or local authority advice, guidance or orders require that employees work from home (where possible) for health reasons, national lockdown, local lockdown or other restrictions.

4. Review of Remote Working

4.1 The employer will review remote working at an organisation and individual level every 12 months.

4.2 Where an employee is permitted to work remotely but is subsequently deemed unsuitable by the employer to work remotely, or the employer requires attendance for any other reason; the employer reserves the right to review and revoke that employee's entitlement to work remotely at any time.

4.3 Where remote working is imposed due to health reasons, national lockdown, local lockdown or other restrictions, the employer will review remote working as soon as any such restrictions are eased or removed.

5. Suitability

5.1 Some employees may prefer not to work remotely and may prefer the greater separation between work and home life that comes from being at the organisation workplace.

5.2 It is also important to consider that remote working reduces the social aspects of working in an office and may lead to feelings of isolation from work colleagues and customers. Also, remote working requires more discipline to start a working day and take regular breaks and finish at your normal time.

6. Days

6.1 The employer does not intend remote working to be for every day of an employee's regular working week. A mixture of remote working and attendance at the organisation workplace(s) during a working week is preferable.

6.2 The exact days allocated per week between remote work and physical attendance should be discussed and agreed upon between the employee and their manager.

6.3 The exception to this is as stated above, where the employer requests that the employee works remotely for all their working days or, due to local, regional, or national restrictions or lockdown, the employee is required to work remotely.

Sample document – the remaining are clause headings only
Full document contains all clauses

7. Flexibility

8. Hours

9. Etiquette for Remote Meetings

10. Etiquette for Other Communication

11. Scheduled Communications

12. Physical Security & Data Security

13. Health & Safety

14. Breaks

15. Date of Implementation

This policy is effective from [insert date] and shall not apply to any actions that occurred prior to this date.

16. Questions

If you have any questions regarding this policy document and how it applies to you, please consult [Insert manager's name].

17. Alteration of this Policy

This policy will be subject to review, revision, change, updating, alteration, and replacement in order to introduce new policies from time to time to reflect the changing needs of the business and to comply with legislation.

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