**Remote Work AND ACCESS Policy**

[COMPANY OR FIRM NAME] (the “Company”) promotes a healthy, flexible and professional work environment. This Policy has been created to ensure working from home or a remote location is viable for our workers, as well as beneficial for them and our business.

All Company employees are required to follow the guidelines listed below:

1. Any employee who wants to work, or is required by the Company to work, remotely (the “Employee”) must fill out a Company Authorization Form for Remote Work and Access (the “RA Form”), stating a duration of time for the remote work and a reason or reasons for working remotely. If the Employee’s voluntary request is approved, the employee must get express, written permission from the Owner or the [MANAGER] of the Company to do so, and the approval and the Form will be placed in the employee’s personnel file.

*While working remotely, Employee must comply with ALL of the following:*

1. Employee must follow all usual work policies and procedures in the Company’s Employee Handbook, including but not limited to the Timekeeping Policy, Software Usage Policy, Confidentiality, Non-Disclosure, etc.
2. Employee may be asked to sign a separate copy of a Company Confidentiality and Proprietary Information Policy or a similar Agreement, to confirm the secure use of our Company’s and our clients’ information during remote access.
3. Employee must track and record hours worked in the same manner required as when working at the regular Company worksite – on Company time records.
4. Employee is not permitted to work overtime unless expressly approved in advance by the Owner or [MANAGER].
5. Employee must take compliant meals and rest breaks at the remote location, and record them accurately on Company time records.
6. Employee agrees that all obligations, responsibilities, terms, and conditions of employment with the Company remain unchanged, except those obligations and responsibilities specifically addressed in this Policy.
7. Employee is required to work the prescribed schedule and should not be distracted in the remote location by child- or elder-care issues, or other distractions, while working for the Company.
8. Employee must create a specific, workable remote workspace and submit photos of that workplace to the Owner or [MANAGER] on the first day when remote work begins.
9. Employee agrees to maintain a work environment that is ergonomically sound, clean, safe, and free of obstructions and hazardous conditions. If Employee is not able to comply with this or any provision of this Policy, Employee will notify the Owner or [MANAGER] immediately.
10. Employee agrees to report work-related injuries, even if they occur at the alternate worksite, to the Owner or [MANAGER] at the earliest reasonable opportunity. Employee agrees to hold the Company harmless for injury to others at the alternate worksite. Any injuries sustained by Employee away from the approved alternate worksite are not the employer’s responsibility. If the alternate worksite is covered by applicable insurance, the Company’s worker’s compensation insurance is secondary, to the extent permitted by applicable law.
11. If Employee is required to use and incur costs of a personal cell phone and/or internet for Company business purposes, the Employee must request reimbursement by Company, by submitting a Business Expense Reimbursement Form.
12. If Employee is unable to work remotely due to illness or family-care obligations, Employee must notify the Owner immediately by submitting the Absence Request Form as well as the RA Form.
13. Employee may be required to come to their usual workplace as needed (and if feasible).
14. The Owner will determine if Company equipment should be issued to the employee in order to perform job duties. The employee understands that all equipment, records, and materials provided by the Company remain the property of the Company, and must be returned to the Company at the conclusion of the remote work period.
15. Employee agrees to use Company-owned equipment, records, and materials for Company business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure.
16. Employee is responsible for data security and will take reasonable steps to preserve Company confidential information. As examples, without limitation, do not leave exposed, for family, friends or any third parties to see: Company documents, client documents, your notes, or information displayed on a screen of any kind; and do not expose client communications, such as phone calls, texts or emails for others to hear or see. If you need guidance on these issues, please contact the Owner immediately.

If you have any questions about this Policy, please contact the Owner.

**By signing below, I understand and acknowledge that I received, and have carefully read the COMPANY Remote Work and Access Policy. I agree to comply with this COMPANY Policy.**

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_\_\_

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_