

Remote & Hybrid Work Policy Template

Expectations for availability, communication, and equipment when not everyone's in the office.

Eligibility

Which roles are eligible for remote or hybrid work?

Schedule Expectations

- ☐ Core hours everyone must be available, if any
- ☐ In-office days required, if hybrid
- ☐ How schedule changes get requested and approved

Communication Expectations

- ☐ Expected response time during work hours
- ☐ Which tools are used for what
- ☐ How availability is signaled

Equipment & Expenses

- ☐ What equipment does the company provide versus the employee?
- ☐ Is there a stipend for internet, home office setup, or utilities?
- ☐ What happens to company equipment if the employee leaves?

Security Basics

- ☐ Company data only accessed through approved, secured devices
- ☐ Public wifi guidance for sensitive work
- ☐ VPN or secure access requirements stated clearly

State plainly that remote work is evaluated on output and results, not hours logged or activity monitoring, if that's genuinely the company's approach; ambiguity here creates anxiety and mistrust on both sides.