

Remote Work Policy

Company Policy Document

Policy Number: POL-OPS-012

Version: 2.1

Effective Date: July 1, 2026

Approved By: Chief Operating Officer

Company: IssuraDoc (Sample)

SAMPLE — FOR ILLUSTRATION PURPOSES ONLY — IssuraDoc

Policy Title	Remote Work Policy
Applies To	All full-time and part-time employees eligible for remote work arrangements
Policy Owner	Operations / Human Resources
Last Reviewed	June 2026
Next Review	June 2027

1. Policy Statement

IssuraDoc (Sample) supports flexible work arrangements that enable employees to perform their duties effectively outside of a traditional office environment. This policy establishes the conditions, expectations, and requirements governing remote work arrangements for eligible employees.

Remote work is a privilege, not an entitlement. The company reserves the right to modify, suspend, or revoke remote work arrangements at any time based on business needs, performance considerations, or changes in applicable law.

2. Eligibility

Employees may be eligible for remote work arrangements if they meet all of the following criteria:

- Employed for a minimum of 90 days in their current role
- Performing at or above expectations as documented in the most recent performance review

- Position responsibilities can be fully performed remotely without degradation of service quality
- No active performance improvement plan (PIP) or formal disciplinary action

Eligibility determination is made by the employee's direct manager in consultation with Human Resources. Certain roles are designated as fully on-site and are not eligible for remote arrangements.

3. Expectations & Requirements

3.1 Availability

Remote employees must be available and responsive during their designated core hours (9:00 AM – 3:00 PM local time) on all scheduled workdays. Employees must attend all required meetings via video and maintain the same professional standards expected in the office.

3.2 Work Environment

- Maintain a dedicated, private, and professional workspace
- Ensure reliable internet connectivity (minimum 25 Mbps download / 10 Mbps upload)
- Protect confidential company information from unauthorized viewing or access
- Company-issued equipment must be used for all work-related activities

3.3 Security & Confidentiality

Employees working remotely must comply with all IT security policies, including VPN usage, password management, and device encryption requirements. Confidential client or company data must never be accessed on unsecured public networks without VPN.

4. Approval Process

Remote work arrangements must be approved in advance using the following process:

- Employee submits a Remote Work Request form to their manager
- Manager reviews and approves or denies within 5 business days
- Approved arrangements are documented in the HRIS system
- Arrangements are reviewed quarterly and may be adjusted based on performance or business needs

5. Equipment & Expenses

The company will provide standard remote work equipment (laptop, monitor, headset) to approved remote employees. Employees are responsible for their own internet service costs. A monthly stipend of \$50 is provided to offset home office expenses for employees with approved full-time remote arrangements.

Company equipment must be returned immediately upon separation from the company or revocation of remote work privileges.

6. Policy Violations

Failure to comply with this policy may result in revocation of remote work privileges and/or disciplinary action up to and including termination of employment, depending on the severity and nature of the violation.

7. Acknowledgment

Employees entering into a remote work arrangement must sign the Remote Work Agreement form, acknowledging receipt and understanding of this policy. Signed agreements are retained in the employee's personnel file.