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**SAMPLE Telecommuting Policy**

The company offers flexible work arrangement enabling an employee to work at home or a satellite agreed-upon location. Telecommuting does not change the basic terms and conditions of employment (unless there is a specific agreement to do so). A telecommuting employee will still need to follow all other employee policies, processes and any conditions outlined in the employment agreement (offer letter).

Telecommuting is not designed to replace childcare or eldercare arrangements. To be successful at telecommuting, employees should communicate to their families and friends that regular work must be completed, in private.

**Hours of Work**

* Typical work hours are agreed. Any paid overtime, or time off/vacation, needs to be preapproved.
* As the employee is working remotely, highlighting their hours and when they are available becomes very important. All periods not available (e.g. sick, appointments, away) or changes to hours, should be noted to their manager via email, or agreed-upon calendar tool eg Outlook.
* If client-facing, arrange for a back-up and advise them you are away.
* During a typical day an employee can take appropriate breaks.

**Office Space**

Individuals who telecommute will be responsible for establishing a safe and appropriate

work environment within their home or other off-site location.

* The employee needs to provide the exact location (full street address) where he or she will normally be working, if different than their home address provided for payroll purposes.
* The employee will need to ensure their workspace (home office) does not violate municipal or fire regulations and has adequate liability (e.g. $1 Million) and property insurance coverage and that it is maintained.
* Any required equipment, supplies will be provided and remains the property of the company. The equipment will be kept secure and in working condition.
* A telecommuter working at home will require a suitable area to set up an office. Ideally a separate room or space dedicated for work as a quiet, private area, which also signals they are "at work". The company is not responsible for any costs associated with initial setup or ongoing maintenance of an employee's home office or work area.
* Employees need to set up a work area designed for completion of work in a safe, comfortable and ergonomically correct manner to reduce injuries. Furniture would reasonably be found in most homes, suitable for work purposes. Any special needs or special requirements for medical or disability purposes should be discussed with the manager.

**Data Security**

Employees need to follow the company confidentiality and technology policies and processes to ensure security and confidentiality of company systems and data.

* All work-related documents and information needs to be stored in a locked room, desk or file cabinet.
* Employees are also responsible for computer data security. The equipment provided must be used exclusively for company business.
* An employee working remotely should connect to our network only using company supplied devices on secured connections.
* Employees have access to sensitive and confidential data, including legal protected private or client-confidential information. This information cannot be copied, disclosed, photographed or discussed outside the company. Use only protected means of conveying this information, such as within our secure Sharepoint environment.

**Health and Safety**

The telecommuter needs to follow all of the company health and safety policies and follow reasonable practices when working in a home office:

* Keep the home office area safe for the telecommuter and others. A cluttered workspace or “trip hazards” in a home office may be a workplace safety issue. Any hazards (or trip hazards such as loose cords) should be addressed.
* Provide assurances about how the home office will be furnished and maintained. The company has the right to visit the employee's home work site or ask for a photograph.
* The home should be have regularly maintained smoke detectors, all wiring should be up to standard and there should be an evacuation plan.
* The employee also needs to commit to immediately report any injuries sustained in the course of employment.
* The employee should advise their insurance company of the work location and ensure adequate coverage is in place.