REMOTE WORK POLICY

This Remote Work Policy (this "Policy") of _____ (the "Company") takes effect on _____. It sets the rules that apply when the Company's employees work away from a Company location.

This Policy covers (check one): [ ] fully remote employees [ ] employees on a hybrid schedule [ ] occasional work from home [ ] temporary remote work. Questions and injury reports go to _____.

1. PURPOSE AND SCOPE

Remote work is a way of working the Company may offer when it fits the job and the business. It is not a benefit or an entitlement, and it does not change an employee's duties, classification, pay or benefits unless the Company says so in writing. All other Company policies apply to remote work. Requests to work remotely as a disability, pregnancy or religious accommodation are handled through the Company's accommodation process and the law.

2. ELIGIBILITY AND APPROVAL

Eligibility (check one): [ ] any employee whose job can be done remotely may ask [ ] only positions the Company designates [ ] case by case. Minimum employment before asking: _____ months.

An arrangement takes effect only when _____ approves it in writing. The approval states the schedule, the approved remote work address and any Company equipment provided. New arrangements start with a trial period of _____ days, during which either side may end the arrangement for any reason.

3. SCHEDULE AND COMMUNICATION

Schedule: _____ (for example, at least _____ office days each week). Core hours: _____. Remote work does not change working hours, and meal and rest breaks follow the law and Company policy.

During working hours, remote employees stay reachable on Company tools and answer messages within _____. They tell their manager promptly about any outage or problem that keeps them from working.

4. REMOTE WORKSPACE AND SAFETY

Remote employees keep a safe work area suitable for their work, quiet and private enough for confidential calls. The Company does not inspect employees' homes but may ask for written confirmation that the work area meets this Policy. Remote work is not a substitute for dependent care during working hours.

Work-related injuries must be reported to _____ as soon as possible and no later than the end of the next workday. Workers' compensation coverage follows state law.

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5. EQUIPMENT

The Company provides: _____. Company equipment remains Company property, is used only for Company work, and is returned within _____ days after the arrangement or employment ends, with shipping paid by the Company. Personal devices used for work must have current security updates, a lock and any security software the Company requires, and Company information stays in Company-approved apps and accounts.

6. EXPENSES

The Company covers remote work costs as follows (check all that apply): [ ] monthly stipend of $_____ [ ] reimbursement of pre-approved expenses submitted with receipts within _____ days [ ] one-time setup allowance of up to $_____.

Required work expenses will never reduce a non-exempt employee's pay below the minimum wage or overtime owed (29 C.F.R. § 531.35). Where state law requires more reimbursement, the Company follows it. Examples: California Labor Code § 2802 (all necessary expenditures or losses); 820 ILCS 115/9.5 (Illinois; at least 30 calendar days to submit); Iowa Code § 91A.3(6) (paid within 30 days of the claim, written reason for any refusal); Mont. Code Ann. § 39-2-701 (Montana).

7. TIMEKEEPING AND OVERTIME

Non-exempt employees record all time worked, including after-hours email and calls, using _____. Work outside scheduled hours needs approval, but all time worked is recorded and paid. No manager may ask anyone to work off the clock; report any such request to _____.

8. DATA SECURITY AND CONFIDENTIALITY

Remote employees protect confidential information, store work files only in Company-approved systems, use [ ] the Company VPN [ ] multi-factor authentication, lock their screens, and report lost devices or suspected breaches to _____ right away.

Monitoring (check one): [ ] the Company may monitor use of its devices, systems and accounts by lawful means [ ] no monitoring statement. New York employers that monitor must give written notice that is acknowledged by the employee and posted in the workplace (N.Y. Civ. Rights Law § 52-c). Nothing in this Policy limits an employee's right to discuss working conditions or report possible violations of law.

9. PERFORMANCE, LOCATION AND CHANGES

Remote employees meet the same standards as employees on site. Remote employees work only from _____; working from another state or address needs advance written approval, and work from outside the United States is [ ] not allowed [ ] allowed with approval for up to _____ days a year.

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The Company may change or end any arrangement, or this Policy, for business reasons, with _____ days' written notice except where an immediate change is needed.

10. EMPLOYMENT RELATIONSHIP

This Policy is not a contract of employment. Employment is at will, and only a written agreement signed by _____ (name and title) can change that. Montana note: Montana's Wrongful Discharge from Employment Act (Mont. Code Ann. § 39-2-901 et seq.) governs discharge after the probationary period; Montana employers should replace the at-will sentence. Where a law gives employees more rights than this Policy, the law controls.

11. EMPLOYEE ACKNOWLEDGMENT

I have received and read the Remote Work Policy of _____, effective _____, and I agree to follow it whenever I work remotely. My approved remote work address is _____. I will return Company equipment as the Policy requires, record all time I work if I am non-exempt, and I understand that the Company may change or end my arrangement and that this Policy is not a contract of employment.

SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

Company Representative

Signature: _____ Date: _____

Printed Name: _____

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