**Sample by** [**www.springlaw.ca**](http://www.springlaw.ca)

**Remote Worker Policy**

This policy applies to all members of the <name of organization> (the “Organization”) who perform any Organization-related work remotely, whether occasionally or on a regular part-time or full-time basis and whether an employee or a contractor.

[OPTIONAL: *This policy is intended to apply to a temporary situation caused by the COVID-19 virus in early 2020. The current remote working arrangement will continue as long as the Organization deems it necessary, taking into consideration public health authorities and employee health and welfare generally. Employees will be required to resume regular duties in the office when the current health crisis is over.*]

**(1) Equipment**

The Organization may provide certain equipment, materials or software to you for <name of organization> related work. [OPTIONAL: The following is a list of the specific work-related equipment provided to you: \_\_\_\_\_\_\_\_\_\_\_\_.]

All equipment and software provided to you by the <name of organization> shall only be used for <name of organization> related purposes. You shall not use equipment and software provided by the <name of organization> for personal purposes. Any illegal and/or offensive use of <name of organization> computer equipment and software, including related to pornography, harassment or discrimination, will not be tolerated, will be investigated and may be immediate grounds for termination.

All such equipment and all data and software on such equipment will remain the property of the <name of organization> and you agree that you have no expectation of privacy to the equipment or any content on such equipment. The <name of organization> reserves the right to visit your home office work site to inspect any equipment, during regular business hours, upon one (1) day of advance notice.

Costs for furniture necessary to work at home such as chairs, desks, filing cabinets, etc. will not be reimbursed by the <name of organization> and are your responsibility. Similarly, any costs related to remodeling or furnishing the home work area or heating, lighting, electricity and other utility costs will not be reimbursed by the <name of organization>.

**(2) Working Remotely – Communications**

Working remotely requires a level of trust and accountability and frequent, strong lines of communication between team members. You must be reasonably accessible by phone or email during working hours. If you will not be available for a period of time, you must inform the team by email prior to such absence. Just like if you were in a physical office, if you are unable to work and require sick leave or wish to book vacation days, you must go through the usual process to book such time.

**(3) Security of <name of organization> Materials and Equipment**

All materials used by you in your work for the <name of organization> should be treated as proprietary and confidential. Accordingly, they must be kept in a secure work area and must not be accessible to others. Unauthorized individuals are not to be permitted access to any files, equipment or documents.

This means that you should take the necessary steps to ensure that all <name of organization> electronic and physical data is properly secured, locked and protected and not accessible to others whether you are physically in or out of your home office. This further means you should lock your laptop every time you leave your office or leave your laptop unattended, and should engage in 2-step security protocols wherever available.

You will be responsible for arranging, paying for and ensuring the stability of a high speed internet connection to your home. You are responsible for ensuring adequate home insurance to cover your home office work space.

You are not permitted to meet in your home office with clients, affiliates or any other persons related to your work at the <name of organization>. All meetings related to your work at the <name of organization> must occur in one of the <name of organization>’s offices, a client’s office, or in any other location approved by the <name of organization>.

**(4) Acknowledgement**

I have read this Remote Worker Policy and acknowledge and agree that it expressly forms part of my employment contract with the <name of organization>. I hereby agree to and will comply with the terms and conditions contained in this Policy.

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<Employee Name> Date