**REMOTE WORK POLICY - GENERAL**

**\*\*NOTE due to COVID-19 INSERT COMPANY NAME is currently working remotely\*\***

We work hard to keep our connections wherever we are and make sure everyone feels included. When you’re working remotely, do take the time to be present in **INSERT INTERNAL COMMUNICATION PLATFORM NAME** and make sure you are building authentic connections with the people you work alongside.

\*Hint: Outline any internal communication tools, and highlight any social committee/virtual event and networking opportunities to enable connection

# Scope and Application

This policy applies to all eligible employees at **INSERT COMPANY NAME,** and employees who choose to work from home. This “Work From Home” (WFH) arrangement may be full-time, on certain days, or part days, depending on your role and our business requirements. The work from home arrangement is subject to **INSERT COMPANY NAME** approval (as outlined below) and **INSERT COMPANY NAME** reserves the right to amend, modify or discontinue the work from home arrangement, as set out below.

# Eligibility

To participate in the WFH program, an employee must have:

* Successfully completed the Probationary Period;
* Be in a role where their job duties permit a working from home arrangement (set out below); and
* Obtain prior advance written approval from the employees’ direct Manager

# Remote Work

In today’s digital age, most (if not all) of our work can be done online, at any time, from anywhere. Almost. Within reason and because **INSERT COMPANY NAME** is incorporated in **INSERT PROVINCE**, some guidelines apply. Due to either license requirements in a role, time zones, or standards governed by the Province of **PROVINCE**, some roles may or may not be able to be conducted outside of the Province, or Country. The section below outlines the guidelines employees should know when planning for remote work.

All team members working from home are expected to have the same level of productivity, collaboration and professionalism as when they are working in the office. Our technology enables us to work in the same manner from home as at the office and we expect the working relationship will be seamless for our clients, suppliers and colleagues. If there is anything (for example technical, scheduling etc.) preventing a team member from achieving the same level of productivity, collaboration and professionalism as in the office, that team member is expected to immediately inform their direct Manager and work through solutions and/or possible other alternatives.

It is important to remember that there is a difference between “province of employment” (in all cases, **PROVINCE**), compared to location of employment (in some cases, this may vary). The province of employment and the location of employment at the time of hire, as stated in your contract, are what governs your relationship with **INSERT COMPANY NAME**. If this changes over your time at **INSERT COMPANY NAME** (due to a unilateral change by the employee), **INSERT COMPANY NAME** may be within its rights to alter terms and conditions originally agreed to at the time of hire; this includes terms such as compensation.

# Working in Ontario

Remote work has always been an option at **INSERT COMPANY NAME**. We work to provide our employees with the appropriate tools that they need in order to bring their best selves to work. Employees have the option of working remotely up to 100% of their work time, upon approval of their Manager. In some cases, the Manager and/or Company may require the employee to come into the office - if that is the case, Managers should provide at least 3 working days notice so that any plans and home-life accommodations can be made.

# Working Within Canada but outside of Ontario

In the event that an employee is looking to work outside of the Province of Ontario during their time at **INSERT COMPANY NAME**, this is subject to approval of their Manager and with communication to HR. In some cases, the Manager and/or Company may require the employee to come into the office - if that is the case, Managers should provide at least 7 working days notice so that any plans and home-life accommodations can be made. Travel expenses as a result of this request, will be covered by the employee and not the Company. Any and all personal tax implications or changes that are a result of the change in provincial location, are the responsibility of the employee. Any additional payroll taxes and deductions will apply. In the event that there is a change in premium calculation for the benefits plan, the employee will be notified within 1 month of the issued benefits premium statement, of the changes.

In the event that an employee permanently relocates, **INSERT COMPANY NAME** has the right to amend an employee’s salary to an acceptable and fair market value rate.

# International Remote Work

From time to time, employees may want to work internationally. Requests to work internationally are subject to both Manager and HR approval. The Company accepts requests for employees to work internationally for up to 4 months, after which, the employee is required to return to the original province of employment, or request an extended leave (subject to approval by the CEO). Requests should be sent via email, with both people copied. The Company will accept requests for international work up to 152 consecutive days; after this point, the employee is no longer eligible for OHIP (Note: this coverage is specific to Ontario) and as such, should return to their home province. The Company reserves the right to request an employee to return to the original province of employment. In the event that an employee exceeds the 4 month time period, and refuses to return to the home province of employment, *and/or* the request to extend international remote work is denied, the Company will view the role as abandoned.

# Equipment, Software & Services

The employee must have the following equipment, software, and services to be eligible to WFH:

* High-speed internet with a minimum download speed of 20 mbit/s and upload of 5 mbit/s
* Strong wireless signal from their working location
* Reliable power and a UPS if they are in location with frequent power interruptions

**INSERT COMPANY NAME** will provide the following equipment, software, and services (Note: this list will be Company specific/subject to change based on available assets from the Company):

* Laptop to be used both at home and at the office
* All software and licensing to enable effective productivity
* Headset compatible with phone system
* External monitor and docking station are available upon request

Company-owned/supplied equipment is to be used for company business only. Employees should use **INSERT COMPANY NAME**-supplied equipment for work and not use it as a personal computer or for personal use, **INSERT COMPANY NAME** reserves the right to monitor any and all aspects of its electronic and computer systems. Therefore, there is no right to privacy in anything created, stored, sent or received on the Company’s computer systems or internet. To be clear, employees should have no expectation of privacy in the use of **INSERT COMPANY NAME** technology or equipment.

All **INSERT COMPANY NAME**-supplied equipment remains the property of **INSERT COMPANY NAME** and must be returned at completion of employment or upon request.

**INSERT COMPANY NAME** will not pay for team members’ home utility costs, homeowner’s insurance rates, internet costs or furniture.

# Working Hours and Availability

The number of hours the employee is expected to work per day, or per pay period, will not change as a result of the WFH program.

Employees are required to work during the core hours of **INSERT HOURS**, including attending standing meetings, as well as any hours outside of the core hours necessary to meet the expected number of work hours for the day or pay period.

Employees are required to be available by phone, chat, or videoconference during scheduled hours, with the exception of their lunch period. Employees must ensure that they are logged into **INSERT NAME OF INTERNAL COMMUNICATION TOOL** and in an available status to receive calls. Employees are required to check for messages every **INSERT NUMBER** hours.

If an employee is ill while working from home, they must report hours worked and use sick leave for hours not worked in accordance with our **Employee Handbook** (name of this may change per Company).

Overtime and lieu time policies as detailed in our **Handbook (note: insert name of culture handbook, employee handbook, etc. as it applies)** apply whether working at the office or working from home.

# Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by The Company’s workers' compensation policy. Employees who work from home are responsible for notifying the employer of such injuries as soon as it is practical. The employee is liable for any injuries sustained by visitors to their home worksite.

Working From Home is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective WFH employees are encouraged to discuss expectations of the WFH arrangement with family members prior to entering a trial period.

The Company is not liable for loss, destruction, or injury that may occur in or to the employee’s home. This includes family members, visitors or others that may be injured within or around the employee’s home.

# Employee Communication

Employees are accountable for maintaining sufficient communications with their colleagues and Managers. Therefore, sharing work schedules and/or setting up recurring check-in meetings is recommended and may be required from time to time.

# Trial and Review Procedures

Employees who receive approval for WFH arrangements will be subject to a **insert number** trial period during which their performance will be assessed to determine suitability of the arrangement. The Company reserves the right to discontinue the arrangement at any point during the trial period. Following the trial period, the arrangement may continue or be altered or discontinued based on the employee’s performance and the Company’s business needs.

WFH agreements will be reviewed annually to ensure they support employee performance and work-life balance as well as the achievement of the Company’s business goals.

# Termination of a WFH Arrangement

The Company reserves the right to terminate any WFH arrangement at any time for any reason following **insert number** business days’ notification to the employee.

Employees wishing to terminate WFH arrangements are required to speak to their Manager to discuss.

# Company Policies

While working remotely, employees are expected to adhere to our policies and procedures as set out in our Employee Handbook. All **INSERT NAME OF COMPANY** policies and procedures contained therein continue to apply regardless of the location of your work.

# Noncompliance

Misuse, or abuse of this policy, may result in the suspension and/or revocation of work from home privileges. It may also be subject to discipline, up to and including termination for cause.