

Work from anywhere policy template

A template from Vodafone Business.

Our work from anywhere policy template is designed to provide a solid and transparent foundation for creating your own policy.

It should not be considered exhaustive, so please customise it to fit your business and your team's unique needs.

Please note this template is for information purposes only and should not be considered legal advice. Please speak to your legal expert to ensure your completed work from anywhere policy complies with all applicable laws and regulations.

Work from anywhere policy template

[Insert Company Name]

**COMPANY
LOGO**

[Insert Company Name]

Work from anywhere policy

1. Policy brief and purpose

By moving to a work from anywhere model, we aim to [outline purpose(s)].

This policy outlines the guidelines for employees working remotely from any location.

It aims to provide flexibility while ensuring work is completed efficiently and securely.

2. Scope

This policy applies to [all employees/specific roles] working at [company name]. It sets out who is eligible to work from anywhere, under what conditions, and any exceptions.

3. Eligibility

Eligibility for working from anywhere is determined based on job role, performance, and departmental needs. Specific criteria include:

- [Eligibility criteria #1]
- [Eligibility criteria #2]

4. Work expectations

- Working hours. Your [core hours/flexible schedules] are/is [hours/schedule] as agreed with your manager.
- Communication. You must be contactable via [email, instant messaging, video calls] during work hours. Response times should not exceed [X minutes/hours].
- Performance: You must meet all performance targets and deadlines as if working from the office.

5. Security

To ensure the security of our company data and information, you must:

- Use only company-provided VPNs when accessing company systems.
- Not use public wi-fi networks.
- Comply with all guidelines on cybersecurity, data protection and staying safe online.

6. Equipment

We will provide the necessary equipment for remote work, including [list of equipment]. You may also claim reasonable expenses for [specific items], but please note expenses such as [utility bills, internet providers etc.], are not covered.

7. Health and safety

For your continued health and wellbeing, you must set up a safe and ergonomic workspace. We offer [ergonomic assessments/support services] to ensure it complies with health and safety standards.

8. Laws and regulations

This policy is subject to local laws and regulations, including but not limited to:

- Working hours
- Annual leave
- Maternity/paternity leave
- Pensions and tax implications
- [add points as required]

9. Support

You can access support for:

- IT issues through [IT support contact details]
- Health and wellbeing resources through [support programme contact details]

10. Approval process

If you would like to apply to work from anywhere, you must submit a request through [approval process]. Decisions will be made by [decision-maker] within [X days]. Please note approval is based on role suitability, performance, and business needs.

11. Review procedure

We will review this policy [annually/bi-annually] to ensure it remains effective and up-to-date. We will communicate any changes promptly and provide plenty of notice before implementing any changes.

12. Compliance

You must comply with this policy at all times. Non-compliance may result in [disciplinary actions].

[Company/Person's name]

[Date]