

[Specific Flexible Work Type] Work Policy

Purpose

[Company Name] acknowledges that flexible work arrangements can promote work-life balance, boost employee happiness, and improve productivity. We also recognize the potential benefits of this policy arrangement for both [Company Name] and the individual. Therefore, we are committed to providing opportunities for flexible work arrangements, such as [insert the company's flexible working arrangement (e.g., Remote work, flexible schedules, or hybrid work)] to eligible employees, subject to business needs and operational requirements.

Eligibility

All [insert employee type, e.g. salaried, full time, part time, hourly] employees [REMOVE IF NOT NEEDED] or those who have completed a minimum of [insert time period, e.g. six months] of continuous service with the company] are eligible to conduct ongoing work under the flexible work arrangements designated by [Company Name].

Types of Flexible Work Arrangement(s) (Delete and Customize Type as appropriate)

a. **Flexible Working Hours:** [Company Name] employees may request to adjust their working hours, such as starting and ending work at different times, within the normal working day, to accommodate personal or family commitments under the conditions and agreement they complete [insert number of hours needed to work for employee status] of work per week.

(If needed) An employee's working hours must be mutually agreed with their manager / team and allow enough overlap for appropriate collaboration.

b. **Remote Work/Telecommuting:** [Company Name] allows employees to work remotely from a location other than the company's on-site premises, using telecommunication and/or computer technology, for all of their regular working hours.

(If needed) Employees are expected to perform their work during normal working hours, unless otherwise agreed.

c. **Hybrid Work:** A flexible working arrangement where our employees work partially in our physical office, and remotely – whether at home or from another work location.

[Company Name] expects our [insert employee status type] employees to work remotely [insert number of days a week or state which days a week] and work in our office a minimum of [insert number of days a week or state which days a week].

Performance Expectations and Monitoring

- a. Employees who are granted (insert specific flexible work arrangement(s)) are expected to meet the same performance standards and fulfill the same job responsibilities as employees working in traditional work arrangements.
- b. The company reserves the right to monitor and evaluate the performance of employees on flexible work arrangements to ensure that business objectives are being met.
- c. Any changes or adjustments to the flexible work arrangement may be made by mutual agreement between [Company Name] and the employee, based on operational requirements and business needs.

Termination of Flexible Work Arrangements

- a. Flexible work arrangements may be terminated by [Company Name] or the employee at any time, subject to reasonable notice or as otherwise agreed upon.
- b. If an employee wishes to return to their original work arrangement, or change their working arrangement, they should submit a written request to their immediate supervisor or the Human Resources department, at least [insert time period, e.g. two weeks] prior to the requested start date, and the company will review the request in accordance with its policies and procedures.

Confidentiality and Data Security

- a. Employees on [insert the specific flexible work type] arrangements are expected to maintain the confidentiality and security of all company information, data, and intellectual property, and comply with all applicable company policies and procedures.
- b. Employees should ensure that their remote work location is secure and free from unauthorized access or risk to company information or data.
- c. The company reserves the right to revoke or modify [insert the specific flexible work type] if it determines that there is a breach of confidentiality or data security.

Compliance with Laws and Regulations

- a. All [insert the specific flexible work type] arrangements must comply with all applicable laws and regulations, including but not limited to, employment laws, health and safety regulations, and data security and privacy laws.
- b. Employees who work remotely or telecommute must ensure that their work environment is safe and free from hazards, and that they have the necessary equipment and resources to perform their job duties effectively.

c. Employees who work [insert the specific flexible work type] must also comply with the company's policies and procedures regarding data security and privacy, and protect any confidential or sensitive information in accordance with the company's guidelines.

Conclusion

At [Company Name], we are committed to promoting a culture of flexibility and providing our employees with opportunities to achieve work-life balance. We believe that flexible work arrangements, such as [insert the specific flexible work type you're offering] can enhance employee satisfaction, engagement, and retention, while also contributing to our overall business success. We encourage employees to engage in open and honest communication with their managers to ensure that their work arrangements are mutually beneficial and aligned with our business objectives.

This policy is subject to change at any time at the discretion of the company, and it does not create a contractual obligation or alter the at-will employment relationship between employees and the company.

Approved by:

Name: [Insert Name]

Signature: [Insert Signature]

Date: [Insert Date]

[Company Name]