

Policy Content Checklist



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A comprehensive Work From Home (WFH) policy is critical. All employers should ensure they have a WFH policy if employees are working from home. Not only does it confirm applications of other policies, but it will also allow you to set clear expectations and responsibilities.

Your policy should address:

- WFH is a benefit for employees that can be cancelled or amended by employer
- Performance expectations
- Expected hours of work and availability
- Tracking hours and productivity
- Restrictions on working unauthorized overtime
- Health and safety requirements
- Expectations for the employee's workspace
- Confidentiality requirements/practices
- Ownership of equipment/content and its return at end of employment
- Reimbursements

NEED HELP WITH YOUR POLICIES?

Field Law can work with you to develop a specific WFH policy to fit your organization's needs. Starting at **\$750¹** we will provide you with a basic policy that addresses all of the concerns on our checklist.

¹Excluding taxes and disbursements.