

REMOTE WORK CODE OF CONDUCT POLICY



[Company Name] is offering remote work options to best adapt to the needs of our employees. [Company Name] understands that a remote work environment is quite different from a traditional work environment, and [Company Name] would like to provide additional guidelines that are not outlined in other policies. [Company Name] hopes that these additional guidelines will allow our remote employees to be productive and professional in their remote environment.

Virtual Meetings Guidelines

Employees should keep themselves muted during virtual meetings and conferences unless they are speaking. This is done so background noise cannot distract the other participants of the meeting.

Employees are also required to turn on their video cameras during virtual meetings and conferences unless special circumstances arise.

Avoid eating meals during a virtual meeting, unless invited to do so by the meeting host.

[Company Name] expects our employees to be punctual for virtual meetings, and if an employee will need to miss or be late for a meeting they must contact the meeting organizer [time frame] before the beginning of the meeting.

Employees who experience technical difficulties with their virtual meetings should contact [Company Name]'s IT department immediately for support.

Communication with other Employees and Clients

It is imperative to speak to other employees and clients in a professional, respectful, and courteous manner through any and all communication mediums.

Be respectful of [Company Name]'s employees' and clients' schedules, as it is possible that they have different working hours as you. [Company Name] has multiple clients and employees that span multiple time zones, and it is important to be mindful of this when scheduling meetings, conference calls, or other forms of communication.

[Company Name] prohibits communication with employees and clients about work-related topics when [Company Name] or our clients do not have business hours (weekends, holidays, etc).

Attire and Grooming

[Company Name] expects all our employees to dress and look professional when they are having virtual meetings with other employees and our clients.

[Company Name] will honor and respect religious accommodations that have to do with attire and grooming.

[Company Name] does allow for a casual dress code when employees are not in a formal setting with our clients or colleagues.

I have read and fully understand this policy.

(Signature)

(Print Name)

(Date)



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