

Remote-Work Conduct Policy

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 [Remote-Work Conduct Policy \(www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Documents/Remote%20Work%20Conduct%20Policy.docx\)](http://www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Documents/Remote%20Work%20Conduct%20Policy.docx)

As our workforce continues to operate with some or all employees working at locations other than [Company name] offices, the following expectations for employees are being clarified to avoid issues that may cause disruption to the workday and/or during virtual meetings.

General Expectations

- Remote employees are expected to be available and communicative during scheduled work hours.
- [Company name] work rules and other policies continue to apply to offsite work locations.
- Consumption of alcohol during work hours is never acceptable.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.

Virtual Meetings

- While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is encouraged but not required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use discretion. No sleeveless tops, pajamas or other apparel that would not be appropriate to wear outside of your home.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

We appreciate the effort that all of our employees have shown in the transition to remote work, and we hope these guidelines help to clarify [Company name]'s expectations when teleworking.

While gentle reminders may be all that is necessary in some circumstances, egregious or continued violations of these expectations and/or other [Company name] policies will result in disciplinary action.

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