

# Remote Work Employee Handbook

This template is a general starting point for information only — it is not legal advice. Employment, wage, leave, and at-will rules vary by country, state, and city and change over time. Have a qualified employment attorney review and tailor this handbook before you distribute it, and delete any policy that does not apply to your organization.

## 1. Welcome

Welcome to {{Company Name}}. We are a {{remote-first / hybrid}} company, and that gives us flexibility and a wider team — but it also means we work out loud, write things down, and trust each other to deliver. This handbook explains how we work together and the policies we all follow. {{Add a line or two about your company and how you want remote work to feel — autonomous, async, and connected.}} It is not a contract and does not cover every situation; when you are unsure, ask your {{manager / People team}}.

*Open with a short, genuine welcome and one or two lines on your mission and values. This sets the tone before the policies begin.*

## 2. Employment Basics

- Equal opportunity: {{Company Name}} is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by applicable law.
- Employment relationship: {{Describe your employment relationship — e.g., employment is at-will where permitted by law, meaning either party may end it at any time, with or without cause}}.
- Employee classifications: {{Define full-time, part-time, temporary, and exempt vs non-exempt as you use them}}.
- Probationary / introductory period: {{Length and what it means, if you use one}}.

*At-will employment is not valid everywhere — outside the US, and in some agreements, different rules apply. Confirm the correct wording for every location you employ people with your attorney.*

## 3. Code of Conduct

- Treat everyone with respect, in every channel; our anti-harassment and anti-discrimination policy applies online exactly as it does in person, including conduct based on any characteristic protected by applicable law. Report concerns to {{your manager / People team}}, and we {{do not tolerate retaliation}} for a good-faith report.
- Communicate clearly and kindly in writing, default to open channels over DMs, and assume positive intent — tone is easy to misread remotely, so be generous and explicit.
- Be responsive within agreed norms (see Working Hours) and reliable: do what you said you

would, update your status, and flag early when something will slip.

- Protect confidential and customer information wherever you work, including in public spaces and at home; keep your screen private and do not discuss sensitive work where others can overhear.
- Keep work and personal accounts and devices separate per our security rules, and represent the company professionally on video calls and in any public or social channel.
- On video calls, {{state your camera, mute, and recording norms}} and be present — avoid driving or doing unsafe or distracting tasks during meetings.

*Cover professional behaviour, anti-harassment and anti-discrimination, attendance, dress, and conflicts of interest. Say how to report a concern and state a clear no-retaliation commitment.*

## 4. Working Hours, Pay & Timekeeping

- We work {{across time zones / mostly async}}. Our core overlap hours are {{e.g. 10am–2pm in your team's shared time zone}}, when you should be reachable for meetings and quick questions; outside those, plan your day around your focused work.
- Set and keep your working hours and calendar accurate, and use a status (available, focusing, off) so people know when to expect a reply. {{State your expected response time for chat and email.}}
- Non-exempt employees must record all hours worked accurately using {{the time-tracking tool}}, including start, stop, and unpaid breaks, and must not work off the clock; overtime needs {{manager}} approval in advance. {{Wage-and-hour and break rules follow the law where each employee works — confirm them by location.}}
- We pay {{every two weeks}} on {{payday}} by {{direct deposit}}. {{Note how multi-state or multi-country employment, expenses, and any home-office or internet stipend are handled.}}
- Take real breaks and unplug at the end of your day; protecting time off is part of working remotely well. {{Describe any right-to-disconnect or after-hours expectations.}}
- If your hours or pay look wrong, tell {{the People team}} that pay period so we can correct it.

*State the standard schedule, pay periods, how overtime is handled for non-exempt staff, and how time is recorded. Wage-and-hour rules are heavily regulated — match them to your jurisdiction.*

## 5. Time Off & Leave

- Paid time off: {{describe PTO or vacation, how it accrues or whether it is flexible, and how to request it}}. We expect everyone to actually take time off — book it in {{the HR system}} and hand off your work.
- Sick leave: {{describe paid sick time and how to notify your manager; sick-leave entitlements vary by the employee's location — follow the rule where each person works}}.
- Holidays: {{list company holidays; for a distributed team, note how local public holidays are handled}}.

- Legally required leave — family, medical, jury duty, military, voting — {{varies by the employee's country, state, and city; describe what applies and confirm by location}}.
- Report a work-related injury — including a home-office injury that happens while working — to {{your manager / People team}}; workers' compensation can apply to remote work and is handled per {{applicable law}}.

*List paid time off, holidays, sick leave, and any legally required leave (such as family, medical, or jury duty). Required leave varies widely by location — verify each entitlement before you publish.*

## 6. Benefits Overview

This section summarizes the benefits {{Company Name}} offers, including {{health insurance, retirement plan, and any others}}. Official plan documents govern in all cases; where this summary and a plan document differ, the plan document controls. {{Describe eligibility and enrolment.}}

*Keep benefits descriptions short and point to the official plan documents for detail. Never let the handbook contradict an insurance or retirement plan document.*

## 7. Workplace Health & Safety

- Your home workspace matters: set up a safe, ergonomic spot with a stable chair, your screen at eye level, and good lighting, and take regular breaks to stand and move. {{Note any home-office stipend or equipment the company provides.}}
- Keep your work area free of trip and fire hazards (cords, space heaters, outlets), and know the basics for your own emergencies at home.
- Look after your wellbeing: remote work can blur boundaries, so set work hours, take breaks, and use {{the EAP / mental-health benefit / manager 1:1s}} if you are struggling. Reach out — you are not on your own.
- Report a work-related injury or a serious safety concern to {{your manager / People team}} promptly so we can support you and meet our obligations.
- For any in-person work — a co-working space, an office day, or a team on-site — follow the safety rules of that location.
- If your role involves travel or occasional office work, {{describe the relevant travel-safety and office expectations}}.

*Cover how to report injuries and hazards, emergency procedures, and any safety rules specific to your workplace. Reference the safety regulations that apply to your industry by name.*

## 8. Technology & Acceptable Use

- Company equipment: we provide {{a laptop and the tools you need}}; keep it for business use, look after it, and return it when you leave. {{State your policy on personal use, family use, and any BYOD allowance.}}
- Security is everyone's job: use the company SSO and a password manager, turn on multi-factor

authentication everywhere, lock your screen when you step away, and keep your device updated and encrypted. *{{Reference your security policy.}}*

- Connect safely: use *{{the VPN / Zero-Trust access}}* as required, never use public Wi-Fi for sensitive work without protection, and secure your home network with a strong, unique password.
- Protect data: store work only in *{{approved cloud apps}}*, never on personal drives or accounts, share on a need-to-know basis, and follow our data-protection and privacy rules *{{e.g. GDPR / CCPA where they apply}}*.
- Use company accounts, email, and tools for work, under your own login; do not install unapproved software on company devices or route work through personal accounts.
- Report a lost or stolen device, a phishing attempt, or any suspected security incident to *{{IT / Security}}* immediately — fast reporting limits the damage and is never held against you.

*Set expectations for company devices, accounts, email, and data. Be clear about what is monitored and what is private, and reference your data-protection obligations.*

## 9. Confidentiality & Company Property

Employees are expected to protect *{{Company Name}}* confidential information, customer data, and intellectual property during and after employment, and to return all company property on departure. *{{Reference your confidentiality or IP agreement where one applies.}}*

*Tie this to any separate confidentiality, IP-assignment, or data-protection agreement employees sign, rather than restating it all here.*

## 10. Discipline & Leaving the Company

This section describes how *{{Company Name}}* addresses performance and conduct issues and what happens when employment ends — including notice expectations, final pay handled per applicable law, return of property, and any exit steps. *{{Describe your progressive-discipline approach, if you use one, and keep it consistent with the at-will language above.}}*

*If you describe a progressive-discipline process, add that the company may depart from it at its discretion — otherwise it can be read as a promise that undercuts at-will employment.*

## 11. Acknowledgement of Receipt

I acknowledge that I have received and read the *{{Company Name}}* Employee Handbook. I understand it summarizes current policies and is not a contract of employment, that employment is *{{at-will, where permitted by law}}*, and that *{{Company Name}}* may update these policies at any time. I agree to follow the policies it describes.

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| <b>Employee</b><br>Name: _____<br>Signature: _____<br>Date: _____ | <b>Date</b><br>Name: _____<br>Signature: _____<br>Date: _____ |
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*Have every employee sign and date this page, and keep the signed copy on file. It is your record that the handbook was received and understood.*