

# WORK-FROM-HOME (WFH) POLICY

## SAMPLE TEMPLATE

(Applicable for Philippine based companies only)

To:	All Employees
From:	The HR Manager
Subject:	WORK FROM HOME (WFH) POLICY AND GUIDELINES
Date:	

In order to clarify our Work From Home (WFH) Policy and align expectations, management is issuing this Memo.

For more than \_\_\_\_ ( ) years, almost all \_\_\_\_\_ employees have been granted the privilege of working from home. Initially, this was granted in order to protect the health of its employees. Aside from this, there are other benefits of WFH:

- 1. Savings in transportation costs.
- 2. Reduction of stress especially when commuting using public transportation.
- 3. More time spent with family.

Because of the above, management has decided to continue with this practice. As you are well aware DOLE does not mandate it.

The following are the policies for WFH:

- a. WFH is a privilege and not a right. Therefore, the WFH privilege may be withdrawn anytime. The employer has full discretion over the rules of this priviledge.
- b. The direct supervisor will recommend WFH status for selected employees and for final approval by the \_\_\_\_\_.
- c. WFH is granted for selected employees only if the nature of their work allows it without any negative effect on performance or efficiency. For example, software developers may conduct their work in their homes and do not have to be physically present in the office (subject to certain requirements).
- d. Whenever WFH employees are required to attend face-to-face meetings at the \_\_\_\_ office, they are must report at the same time as non-WFH staff (8AM to 5PM).
- e. If physical presence is required at the office, then WFH does not apply to these employees. This is not discriminatory but only due to the nature of their work. For example, admin personnel who have to receive calls, attend to accounting functions, etc.
- f. The WFH privilege may be withdrawn anytime if there is a perception of performance degradation. Under this scenario, withdrawal of this privilege is not for punitive purposes but to provide an alternate environment that is more conducive to productive work (i.e. the \_\_\_\_\_ office).
- g. The management trusts that WFH employees are utilizing their official time to attend to \_\_\_\_\_ tasks only. If this is not the case, the WFH privilege will be immediately withdrawn.
- h. Employees who are currently enjoying the WFH privilege may be required to report physically to the \_\_\_\_\_ office, or a client’s site. For example, requests for face-to-face meetings, deployment or onsite training, and other reasons pertaining to work.

Thank you.

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Human Resources Manager