Balancing Flexibility and Compliance:: A Legal Guide To Remote Work Policies



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Although the COVID pandemic is behind us, many employers are still permitting their employees to work from home. Whether employees work from home full time or only one day a week, companies need to implement written “Work From Home” policies for various reasons, including to protect its confidential information.

When people work from home, they may use unsecure Wi-Fi networks, forward information to their personal email address to use their home printer, leave confidential paperwork on a kitchen table, or attend virtual meetings over third-party communication platforms with various people passing by that could hear every word spoken by all persons on the meeting. These concerns are mitigated when working in the office because companies can exercise control over these scenarios.

As a result, companies should consider remote work policies that may include:
• Procedures for handling and protecting confidential information.
• Designating a secure means for employee communications.
• Prohibiting employees from using certain identified unsecure programs and applications to communicate or upload information.
• Ensuring all remote devices possess all necessary security protections.
• Establishing security measures such as multi-level authentication, strong passwords, and automatic log-offs.
• Requiring devices to be kept in a secure, private location that can only be used by the employee.

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For more information on how to adopt, implement and enforce remote work policies, please contact:
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