

Workation Policy Builder



01 Purpose

The purpose of this policy is to establish guidelines for employees who work remotely from various locations worldwide. This policy aims to provide flexibility, promote collaboration, and ensure a consistent work environment for all employees, regardless of their geographical location.

02 Eligibility

We strive to provide the opportunity for all [Company Name] employees to work from anywhere, where feasible. However, a review and/or approvals will be required for employees before they can avail themselves of this flexibility. In this respect, there may be certain restrictions after review especially to senior decision-makers, employees in commercial roles, or other high-risk roles (as defined by local legislation). The determination of eligibility will take into account job responsibilities, performance, time-zone differences and any legal or regulatory considerations in the respective country.

Tip: Below some suggested restrictions on specific roles that you allow to work from anywhere, depending on a company's inherent risk appetite:



- Conservative: No Senior Management, Sales Generating or IP (Intellectual Property) Generating roles allowed to WFA
- Medium: No Senior Management or Sales Generating roles
- Higher Risk Appetite: Limited Senior Management WFA days allowed

03 Remote Work Approval

Employees interested in working from anywhere must submit a formal request [via INTERNAL_COMPANY_SYSTEM] to their immediate supervisor. The request should include the proposed work location, the duration of the trip, a justification for remote work, and a plan for maintaining productivity and communication.

Compliance with Local Laws

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Employees must, at a minimum, ensure they have the legal right to work in the location they choose for remote work. It is the responsibility of each employee to verify and comply with all local laws and regulations related to remote work in their respective countries.

Additionally, all remote work requests approved by your manager will be forwarded to the Global Mobility Team for further analysis. The Global Mobility Team will assess the request to determine compliance with local regulations, tax implications, and any other legal considerations. The final decision regarding the approval of remote work requests will be communicated to the employee by the Global Mobility Team.

Tip: Below some suggested restrictions on the Right to Work depending on a company's inherent risk appetite:

- Conservative: Must have full documentation of legal right to work at destination, regardless of duration
- Medium: Take moderate precautions (e.g. have employee tick a checkbox that they take on risk and liability) to ensure compliance is met
- Higher Risk Appetite: Leave it up to the employee to ensure compliance. Make employees aware that they are travelling at their own risk and should ensure compliance with local regulations. Ensure that any compliance costs will be to their own expense.



Maximum Days Work From Anywhere

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Employees are allowed to work from anywhere for a maximum of [Insert Number] days in a calendar year. Any extension beyond this limit requires explicit approval from the employee's manager and the Global Mobility Team.

Tip: Did you know we benchmarked WFA days across 110+ companies employing 1.7m people around the world? You can access this in our WFA White Paper [here](#). Based on what we have seen around the world, the below number of days typically reflect a company's risk appetite:

- Conservative: 15 Days
- Medium: 30 Days
- Higher Risk Appetite: 60+ Days



06 Eligible Countries

Remote work is permitted in countries where [Company Name] has a legal entity or where the employee has the legal right to work. The list of eligible countries may be subject to change based on legal, regulatory, or business considerations. Employees must confirm the eligibility of their chosen location with the Global Mobility Team before commencing remote work. Each employee will be required to provide proof of the right to work in each country. Please see below for the list of countries.

Please note that:

- Green countries are countries that are included in the policy and can be approved under the existing work from anywhere policy, provided of course that the employee's role is allowed and the appropriate right to work, visa and other tax and legal requirements have been met.
- Orange countries are countries that are not automatically approved and must be further analysed on a case by case basis by the global mobility and or other teams.
- Red countries are countries that are explicitly out of scope of the work from anywhere policy and should never be approved, except and only under exceptional circumstances as decided by the global mobility team.

Country Type	Countries	Max WFA Days	Workflow
Green	Lower risk (for tax, legal, etc.) countries that do not have any of the characteristics of the Red list below and where you already have a legal entity	As per policy maximum limit	Can be approved
Orange	Medium risk (for tax, legal, etc.) countries that do not have any of the characteristics of the Red list below	Case by Case	Must be assessed by compliance technology
Red	• Countries on sanctions lists (US and UK) • Countries with IP risk • Countries with high cyber risk (e.g. NCSI or Nord index) • Countries with high duty of care risk and/or experiencing wars	Not allowed	Must be assessed by external advisors

Performance Expectations

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Employees working from anywhere are expected to maintain the same level of performance and productivity as they would while either working from home or in the office. Key performance indicators will be established, and regular check-ins will be scheduled to assess progress and address any concerns.

Communication

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Remote employees must maintain open and regular communication with their team and supervisor. This includes responding promptly to emails, participating in virtual meetings, and utilising collaboration tools to stay connected, considering time zone differences.

Security

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Employees are responsible for maintaining the security of company information and resources while working remotely. This includes using secure networks, safeguarding company-issued equipment, and adhering to all company security policies.

Cybersecurity

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The company takes cybersecurity very seriously. With that in mind, please adhere to the following principles when travelling abroad as part of this policy. Adherence to these cybersecurity measures is essential to maintain a secure remote work environment. Failure to comply may result in the suspension of remote work privileges.

Security Area	Policy Rule
Secure Network Connection	Ensure a secure and encrypted internet connection while working remotely internationally. Use virtual private networks (VPNs) for added protection.
Company-Issued Devices	Only use company-issued devices for work activities. Keep devices updated with the latest security patches and antivirus software.
Access Controls	Safeguard access credentials and implement strong, unique passwords. Enable multi-factor authentication (MFA) for an extra layer of security.
Data Protection Reporting	Exercise caution with sensitive company data. Encrypt files, avoid public Wi-Fi for confidential work, and use secure channels for file sharing.
Security Incidents	Immediately report any cybersecurity incidents, such as suspicious emails or potential breaches, to the IT department for swift action.

11 Equipment and Resources

If an employee is travelling to another country, they are required to notify our insurance and/or global mobility department in advance that they are working abroad in case expanded cover is required. Employees working from anywhere will be provided with the necessary equipment and resources in accordance with Company policy to perform their job effectively. Employees are responsible for the proper use and maintenance of company-provided equipment.

Working Hours and Time Zones

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Employees must adhere to their established working hours. Flexibility in working hours may be granted based on job responsibilities and team collaboration needs. Any changes to working hours must be communicated and approved in advance, taking into consideration time zone differences.

Travel Insurance

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It is strongly recommended that employee's check whether your travel and health insurance has the relevant coverage when travelling abroad. If this is not the case, or if this coverage is limited, employees are strongly advised to obtain additional travel insurance. Employees are required to understand local insurance regulations, and promptly report any incidents to your manager and/or HR. Failure to comply may result in the revocation of international remote work privileges. Please note that for any work from anywhere trips within the European Union, if the employee is an EU citizen, they can access local health for free.

[Additional information to be included here as directed by your insurance provider if you have a policy which includes coverage for employees working remotely overseas]

Tip: Below the WFA insurance approaches that companies typically choose:

- Conservative: Expand your own internal travel policy to cover WFA trips
- Medium: Have employee submit a copy of their travel insurance certificate as part of pre-trip compliance
- Higher Risk Appetite: Make employee aware that they are responsible for their own travel insurance



Expenses

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Employees are responsible for any expenses related to their remote work trip and setup, except for those explicitly covered by the company. Reimbursement policies will be provided separately.

15 Termination of Workation Rights

The company reserves the right to terminate or modify a work from anywhere arrangement based on business needs, performance issues, or changes in job responsibilities. Employees will be given notice and an opportunity to discuss any concerns before a decision is made.

16 Review and Changes

This policy will be reviewed periodically and updated as needed. Any changes to the policy will be communicated to employees in a timely manner.

17 Acknowledgment

I have read and understand the [Company Name] International Work from Anywhere Policy. I agree to comply with the terms and conditions outlined herein.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____

Please note this is a high level template for a “plug and play” Work From Anywhere Policy that is intended to provide general guidelines for international work arrangements. Each company's specific circumstances and legal requirements may vary, as will the inherent risks of travelling to certain countries, for example. Therefore, it is strongly recommended to consult with external advisors, such as legal counsel, tax and immigration experts, to ensure compliance with local laws and regulations.