Sample Remote Work Code of Conduct

[Your Organization] is committed to ....

GOALS AND VISION:

We believe that great teams:

- *Are energized by a common goal*
- *Treat each other with respect*
- *Have a sense of shared accountability to each other and to their fellow collaborators*
- *Dedicate themselves to continuously learning and improving*

OBJECTIVE STATEMENT:

This code describes the behaviors we expect from everyone working remotely on the team in pursuit of this vision. It also describes the behaviors that you can expect from the organization.

Employees

Standards of behavior

DOS

Everyone is expected to treat their fellow team members with respect and empathy. As a member of this organization, we expect that you will:

- *Use welcoming and inclusive language*
- *Be respectful of differing viewpoints and experiences*
- *Gracefully accept constructive criticism*
- *Be mindful of the communications challenges of working in a remote environment*

DON'TS

[Organization] will not tolerate behavior that could reasonably be considered inappropriate or abusive in a professional setting. This includes, but is not limited to:

- *The use of sexualized language or imagery*

- *Unwelcome sexual attention or advances*

- *Trolling, insulting, or derogatory comments, and personal attacks*

- *Harassment based on race, class, gender, sexuality, age, or disability*

Expectations

YOU ARE RESPONSIBLE FOR YOUR OWN WORK

Decide for yourself the best way to complete your tasks, the time you will need to complete the tasks, and when you will work. But communicate often, reliably, and consistently with your Manager and team about your availability for meetings and the ongoing status of your tasks. Each team will have access to a dedicated Slack channel for this purpose.

RESPOND TO YOUR TEAM QUICKLY

Do your best to be responsive to any messages, emails, or calls from your team members. A two-hour response time is a good guideline. Also, while we all try to avoid crises, sometimes they happen. In the event of an issue, your commitment to being responsive during the challenge will ensure that work will be back on track as quickly as possible.

MEET DEADLINES

Don't commit to work that you can't do. Try to accurately estimate the duration of tasks and set deadlines that you can consistently meet. If you know you are going to miss a deadline or your availability changes during the course of your work, it is your responsibility to provide your Manager and team as much advance notice as possible.

HELP US IMPROVE

Expect regular efforts to reflect on past performance both individually and team-wide, and set objectives for future performance. Be prepared to contribute a reasonable amount of effort and time helping your team continuously learn and improve.

Organization

Standards of behavior

DOS

As part of our commitment to treat all employees with the same respect and empathy they give us, we promise to:

- *Provide a remote work section or designated area of work (co-working space, costs of home office, etc.)*

- *Respect working / non-working hours of an employee's schedule*

DON'TS

[Organization] will not tolerate behavior that could reasonably be considered inappropriate or abusive in a professional setting. This includes, but is not limited to:

- *The use of sexualized language or imagery*

- *Unwelcome sexual attention or advances*

- *Trolling, insulting, or derogatory comments, and personal attacks*

- *Harassment based on race, class, gender, sexuality, age, or disability*

Expectations

WE WILL MAKE EXPECTATIONS CLEAR

For each project or job, your manager will clearly describe what kind of work is required, what the deliverables are, and any additional requirements that you need to know about to complete your contribution.

WE WILL WORK WITH YOUR SCHEDULE

As a distributed company, all employees have flexible working hours. All we require from you is that work gets done: it's up to you when and where you do it. If you are a parent we want to make it as easy as possible for you to work effectively.

Violations of this code

Your responsibilities

TELL US RIGHT AWAY

Notify your Manager immediately if you witness someone on your team violating any part of this Code of Conduct.

Organization responsibilities

WE WILL RESPECT CONFIDENTIALITY

If you allege to [Organization] that someone has violated this Code of Conduct, we will respect your confidentiality. We won't tell anyone who made the allegation unless you specifically allow us to.

WE WILL OBSERVE DUE PROCESS

If someone alleges that you have violated any part of this Code of Conduct, [Organization] will notify you right away and will provide you with an opportunity to speak to the allegation.

WE WILL ACT

If [Organization] determines that a violation has occurred, we will take steps to address the issue. If the violator is a fellow team member, we may insist that person no longer participates in additional projects. If we're concerned that the violator may have broken a law, we may contact the authorities.