

Legal audit of remote work

Checklist

Question	Yes	No
Is there a collective agreement or remote work regulations in force at your company?		
Do these documents clearly define:		
<ul style="list-style-type: none">• The groups of employees covered by remote work?		
<ul style="list-style-type: none">• The possible scope of remote work?		
<ul style="list-style-type: none">• The rules for covering the costs of remote work (cash equivalent or lump sum for electricity, telecommunication services, and the installation, service, and operation of work tools)?		
<ul style="list-style-type: none">• The rules for communication between the employer and the remote employee, including the method of confirming presence at the workstation?		
<ul style="list-style-type: none">• The rules for monitoring work performance, occupational health and safety (OHS), and adherence to requirements concerning the security and protection of information, including personal data protection procedures?		
<ul style="list-style-type: none">• The rules for the installation, inventory, maintenance, software updates, and servicing of work tools entrusted to the employee?		
Has the definition of remote work been specified in detail? Has a choice been made between "fully" remote and "hybrid" work, or has the Labour Code's definition of remote work been repeated in its entirety?		

Question	Yes	No
If trade unions exist, were the regulations agreed upon or issued after consultation in accordance with the law?		
If there are no trade unions, were the regulations consulted with employee representatives selected in accordance with the procedure adopted by the company?		
Is the place of work specified in the contracts of employment?		
For employees hired for remote work from the outset: Do their contracts of employment state that the work is performed remotely?		
Is a specific address for remote work provided in the contract of employment?		
For employees who transitioned to remote work during their employment: Do you have documented agreements (in paper or electronic form) regarding the transition to remote work?		
Was this agreement an annex to the contract of employment?		
Are you aware that an employee who transitioned to remote work during their employment can submit a binding request to cease remote work and return to on-site work?		
Do you have procedures in place for such a request, including determining the return date?		
Are you aware of the groups of employees whose requests for remote work the employer is, as a rule, obliged to accommodate (e.g., pregnant women, parents of a child up to 4 years of age, those caring for disabled family members)?		

Question	Yes	No
Are you aware that you can refuse only if remote work is impossible due to the organization of work or the type of work, and the refusal must be based on objective and justified reasons?		
Do you have procedures to inform the employee of the reason for refusal (in paper or electronic form) within 7 business days of the request being submitted?		
Are you aware that you cannot unilaterally revoke remote work for these employees, unless its continued performance is impossible due to the organization or type of work?		
Do you differentiate between the rules for handling remote work requests from parents of children up to 4 years of age and those from parents of children up to 8 years of age?		
Do you have established rules for occasional remote work (up to 24 days per calendar year)?		
Are you aware that you can refuse a request for occasional remote work without providing a reason?		

Do you need professional support?

If you have questions about the legality of your employee's work and residence, communication with authorities, or the course of an inspection process, get in touch with us.



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