

## Policy Questions and Responses

Q.1. How will the company ensure a consistent and fair approval process for remote work requests across different departments and teams? Will there be specific criteria or guidelines provided to managers to maintain consistency, and what factors should they consider when evaluating these requests?

Ans: The company will ensure a consistent and fair approval process for remote work requests by providing managers with clear criteria and guidelines, which will include factors such as job role suitability, impact on team collaboration, and overall productivity.

Q.2. What measures will be implemented to address potential challenges with team collaboration and communication when a portion of the workforce is remote? How can the company foster an inclusive environment and ensure that remote workers remain connected and engaged with their colleagues and the company culture?

Ans: The company will address challenges in team collaboration and communication by implementing robust digital communication tools, scheduling regular virtual meetings, and promoting inclusive practices. To keep remote workers connected and engaged, the company will foster a strong sense of community through virtual team-building activities and maintain a culture of open, transparent communication.

### contexts likely to apply flexible work policy

Q.1. How will the company manage and track employee availability during the summer period, especially if a significant portion of the workforce is taking advantage of remote work? What systems or procedures should be in place to ensure business continuity and adequate coverage of operations?

Ans: The company will manage and track employee availability during the summer by using scheduling and workforce management systems. Procedures will include regular updates on availability, contingency planning for coverage gaps, and clear communication channels to ensure business continuity and adequate operational coverage.

Q.2. Are there any specific performance evaluation criteria or goals that employees need to meet to be eligible for remote work during the summer months? How will these criteria be communicated to the

workforce, and what support will HR provide to ensure a fair and transparent reapplication process annually?

Ans: Yes, specific performance evaluation criteria or goals will be set for remote work eligibility during the summer. These criteria will be communicated clearly to the workforce through guidelines and meetings. HR will support a fair and transparent reapplication process annually by providing detailed information on criteria, offering feedback sessions, and ensuring consistency in evaluations.

#### eligibility criteria

Q.1. How will performance expectations be communicated and measured for remote workers? Will the criteria for 'satisfactory performance' be clearly outlined in the employee's job description and regular performance reviews?

Ans: Performance expectations for remote workers will be communicated through detailed job descriptions and regular performance reviews, with 'satisfactory performance' criteria clearly outlined to ensure clarity and consistency.

Q.2. What systems or processes will be put in place to ensure managers can effectively monitor and support remote employees' workload management? How can we provide resources and training to help employees develop their autonomous working skills and time management strategies?

Ans: To monitor and support remote employees' workload management, the company will implement project management tools and regular check-ins. Resources and training will be provided to help employees develop autonomous working skills and time management strategies through workshops, online courses, and mentorship programs.