

Policy Questions and Responses

1. Elements to be include in your flexible work policy?

Q.1. How will the company ensure that all necessary meetings and collaborative work are scheduled within the core period, especially for teams with members in different time zones?

Ans: Time zone calendars and scheduling tools.

Q.2. What mechanisms will be put in place to track and manage employee attendance and working hours while maintaining trust and flexibility?

Ans: Time tracking software and flexible policies.

2. Contexts likely to apply on flexible work policy

Q.1. How will the success of this pilot project be measured during the experimental phase, and what key performance indicators (KPIs) will be used to ensure an objective evaluation?

Ans: Productivity, employee satisfaction, and cost savings.

Q.2. What criteria will be used to determine whether the remote work policy should be permanently integrated or suspended after the evaluation period, and who will be involved in making this decision?

Ans: The decision to permanently integrate or suspend the remote work policy will be based on factors such as employee productivity, job satisfaction, company culture, and operational efficiency. A committee composed of HR, managers, and subject matter experts will evaluate these factors and make the final decision.

3. Eligibility criteria

Q.1. How will you determine and communicate which roles are exempt from remote work eligibility, ensuring clarity and transparency for all employees?

Ans: We'll review job functions and requirements to identify roles that necessitate in-person presence.

Clear communication will be through company-wide memos, FAQs, and manager-employee discussions.

Q.2. What criteria or job characteristics will be used to define roles that require a 'constant physical presence', and how can this be consistently evaluated across different departments and job functions?

Ans: Roles requiring 'constant physical presence' will be defined based on job functions that necessitate in-person interaction, equipment access, or specialized workspaces.