

# Policy Questions and Responses

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

Q.1. How will the company ensure a consistent and fair approval process for remote work requests across different teams and departments?

Ans: The company will implement standardized guidelines, provide training, and utilize a centralized system to manage and track remote work requests uniformly across teams.

Q.2. What criteria should managers use to evaluate and approve remote work arrangements, and how can this be communicated effectively to the team?

Ans: Managers should assess productivity, communication, team dynamics, and role suitability, clearly communicating criteria through team meetings and written guidelines.

Q.3. Are there specific roles or teams that might require a different remote work policy, and if so, how can the company accommodate these exceptions while maintaining a sense of equity among employees?

Ans: Yes, customer-facing or collaborative roles may need different policies. Accommodate by tailoring guidelines, ensuring transparency and fairness in decision-making.

## 2. Contexts likely to apply on flexible work policy

Q.1. How will the company ensure a fair and consistent application process for employees wishing to renew their remote work status for the summer period each year?

Ans: The company will establish clear criteria, standardized application timelines, and regular communication to ensure fairness and consistency in the renewal process.

Q.2. What specific criteria and performance indicators will be used to evaluate employees' eligibility for remote work during this summer period, and who will be responsible for conducting these assessments?

Ans: Criteria include productivity, communication, and role suitability. Managers will conduct assessments using performance metrics and feedback from team members.

### **3. Eligibility criteria**

Q.1. How often should eligibility reviews be conducted, and what triggers an immediate review process?

Ans: Eligibility reviews should be conducted quarterly, with immediate reviews triggered by performance issues, role changes, or significant team dynamics shifts.

Q.2. What specific criteria or performance indicators will be used to evaluate an employee's continued eligibility for remote work arrangements during these reviews?

Ans: Criteria include productivity metrics, communication effectiveness, collaboration quality, adherence to deadlines, and feedback from peers and supervisors.