

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 when team members are in different time zones?

Ans: By coordinating across time zones, using scheduling tools, and defining overlap windows for core meetings.

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

Ans: Implement time-tracking software, self-reporting tools, and periodic check-ins while promoting trust and accountability.

2. Contexts likely to apply on flexible work policy

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

Ans: Success will be measured using KPIs like productivity, employee satisfaction, engagement, attendance, and collaboration metrics.

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

Ans: Criteria include employee productivity, engagement levels, feedback, operational efficiency, and adherence to company goals; the decision-making process involves HR, management, and employee representatives.

3. Eligibility criteria

Q.1. How will you determine and communicate which roles are exempt from remote work eligibility,

ensuring transparency and understanding among employees?

Ans: Roles will be evaluated based on job requirements, communicated via policy updates, and HR announcements.

Q.2. What criteria or job characteristics will you use to define roles that require a 'constant physical presence', and how might this impact employee expectations and job applications?

Ans: Criteria include hands-on tasks, equipment reliance, or security needs; HR and management will evaluate regularly.