

Innovix Official Remote Work & Telecommuting Policy (2026)

1. Purpose This policy outlines the guidelines for remote work and telecommuting for all employees at innovix. It is designed to ensure operational efficiency while supporting a flexible work environment.

2. Eligibility All full-time employees who have completed their standard 90-day probationary period are eligible for the hybrid remote work program. Employees currently on a Performance Improvement Plan (PIP) are strictly required to work from the office until the plan is successfully resolved.

3. Work-From-Home (WFH) Schedule

- **Standard Allowance:** Eligible employees are permitted to work remotely for up to three (3) days per calendar week.
- **Mandatory Office Days:** All employees must be physically present in the office on Tuesdays and Thursdays for all-hands meetings and collaborative team sprints.
- **Core Working Hours:** Regardless of location, all employees must be online and available for synchronous communication during the core hours of 10:00 AM to 3:00 PM IST.

4. Equipment and Security

- **Company Hardware:** innovix will provide a standard tech kit, including a secured laptop and a monitor. Personal devices must not be used to access the innovix production environment or customer databases.
- **Network Security:** Employees must connect to the company VPN when accessing internal servers or handling sensitive HR/Payroll data. Use of public, unsecured Wi-Fi networks for company business is strictly prohibited.

5. Communication Expectations

- Employees must update their status on the team communication channel when starting their shift, taking lunch breaks, and logging off for the day.
- Internal emails and HR tickets must be acknowledged within 24 business hours.