

## # Innovatech Remote Work Policy

### ## Eligibility

All full-time employees are eligible for remote work after completing their 90-day probationary period. Approval from your direct manager is required.

### ## Equipment

Innovatech will provide a standard laptop and monitor. Employees are responsible for ensuring they have a reliable and secure internet connection. A stipend of \$50 per month is provided to cover internet expenses.

### ## Core Working Hours

All remote employees are expected to be available online between 10:00 AM and 4:00 PM in their local time zone for collaboration and meetings.