Communication

Remote employees must remain reachable through Innovatech's approved communication tools, including email, Slack, and Zoom. Responses to internal messages should generally be made within one business hour during core working hours unless engaged in meetings or focused work that has been communicated in advance.

Data Security

Employees must follow all company cybersecurity protocols while working remotely. This includes using company-issued devices for all work-related tasks, enabling multi-factor authentication, keeping operating systems updated, and connecting only through secure, password-protected networks. Use of public Wi-Fi for company work is prohibited unless a company-approved VPN is active.

Performance and Deliverables

Remote work does not change performance expectations. Employees are responsible for meeting deadlines, attending required meetings, and maintaining high-quality work output. Managers may request weekly check-ins or status reports to ensure alignment with team goals.

Workspace Requirements

Employees should maintain a dedicated and distraction-free workspace that supports productivity and professionalism. Background noise and interruptions should be minimized during meetings, and video participation may be required for specific calls.

Availability for On-Site Meetings

Occasional on-site presence may be required for team events, training, or critical meetings. Innovatech will provide at least two weeks' notice for any required in-person attendance unless urgent business needs arise.

Policy Review

This remote work policy is subject to periodic review. Innovatech reserves the right to modify, suspend, or revoke remote work privileges at any time based on business needs or employee performance.