# In-Office Workdays

At Useready, we value flexibility but also understand the importance of in-person collaboration. The following guidelines outline expectations for in-office workdays:

In-Office Requirements: Employees are required to work from the office 3 days per week. Typically, these are Monday, Wednesday, and Thursday, but adjustments can be made based on team needs or project deadlines. This schedule ensures that key team meetings, brainstorming sessions, and project planning activities are conducted in person, allowing for more effective communication and collaboration.

Team Coordination: Employees should coordinate their in-office days with their team members and managers to ensure critical tasks are addressed efficiently. If a team member is unable to attend in person due to personal reasons or an emergency, they must notify their manager in advance and participate virtually when necessary.

Client Meetings: When client meetings are scheduled, employees must be physically present if requested. Proper notice will be given so that employees can make necessary arrangements to attend these meetings in person.

# Work From Home Guidelines

Useready supports a hybrid work model that allows employees to work remotely for part of the week. To ensure productivity while working from home, we ask that all employees follow these guidelines:

Productivity: Employees are expected to maintain the same level of productivity while working from home as they would in the office. This includes meeting project deadlines, attending virtual meetings on time, and maintaining effective communication with team members and managers.

Communication: While working remotely, employees must remain available during core hours (10:00 AM to 4:00 PM) and respond to emails, Slack messages, and other communication tools promptly. Teams are encouraged to schedule daily check-ins to stay aligned on progress.

Virtual Meetings: Employees are expected to be professional during virtual meetings. Dress appropriately (business casual) and ensure your workspace is quiet, free from distractions, and has a professional background. Video must be turned on unless otherwise specified.

Time Reporting: Employees should log their work hours accurately in the time-tracking system, even while working remotely. Any deviation from normal working hours should be communicated to managers in advance.

# Office Equipment and Setup

Useready is committed to providing the necessary tools and equipment to ensure employees can work effectively from home. The following outlines the equipment provided and setup guidelines for remote work:

Company-Provided Equipment: Useready provides all remote employees with the following equipment:

- A company-issued laptop pre-configured with necessary software and security protocols.

- An ergonomic chair and desk for a comfortable home office setup.

- External monitors (up to two screens) for employees who require them for their roles.

- Headsets or earphones with a microphone for virtual meetings.

- Surge protectors and other accessories to ensure equipment safety.

Home Office Setup: Employees are encouraged to create a dedicated workspace at home that promotes focus and productivity. This space should be free from distractions and equipped with high-speed internet. Useready’s IT department is available for consultations on setting up secure connections, ensuring compliance with company security policies.

Ergonomics and Health: We encourage employees to prioritize their health by setting up an ergonomic workspace. Training on proper posture and workspace arrangement is available, and employees can request additional equipment if needed for health reasons.

Maintenance and Support: The IT team is available to assist with any technical issues related to the provided equipment. For hardware repairs or software malfunctions, employees should submit a helpdesk ticket for prompt assistance.

# Flexibility in Hours

At Useready, we understand that flexibility in work hours can enhance employee well-being and productivity. To accommodate different needs, we have implemented a flexi-hours policy:

Core Working Hours: Employees are required to be available during core hours, which are from 10:00 AM to 4:00 PM. These hours are essential for team meetings, client calls, and other collaborative tasks. Outside of core hours, employees are free to adjust their start and end times as long as they complete their total work hours for the day (typically 8 hours).

Start and End Times: Employees can choose to begin their workday any time between 7:00 AM and 10:00 AM and end between 4:00 PM and 7:00 PM. This allows for flexibility to manage personal commitments, such as childcare, exercise, or commuting.

Approval for Adjustments: If an employee needs further flexibility beyond the standard flexi-hours (e.g., starting work earlier or later), they should discuss this with their manager for approval. Useready supports employees balancing their personal and professional lives, and such requests will be accommodated when feasible.

Time Off for Personal Commitments: If an employee needs to take time off during the day for personal reasons, they should notify their manager in advance. The time can be made up later in the day or week to ensure that work responsibilities are met.