

Operations - Remote Work Policy

REMOTE WORK POLICY

1. Eligibility

- Employees with 6+ months tenure
- Role must be suitable for remote work
- Consistent performance record required
- Manager approval mandatory

2. Work Schedule

- Hybrid: 3 days office, 2 days remote per week
- Full remote: Available for specific roles only
- Core hours: 10 AM - 3 PM must be available online
- Flexible start/end times within 7 AM - 7 PM window

3. Equipment and Setup

- Company provides laptop, monitor, keyboard, mouse
- \$500 home office setup allowance
- Ergonomic chair reimbursement up to \$300
- High-speed internet required (minimum 50 Mbps)

4. Communication

- Daily standup via video call at 9:30 AM
- Respond to messages within 2 hours during work hours
- Use company Slack/Teams for all work communication
- Weekly team sync meetings mandatory

5. Performance Monitoring

- Regular check-ins with manager (weekly)
- Deliverable-based performance tracking
- Quarterly remote work policy review

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