

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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