

XYZ Company – Remote Work & Compensation Policy

Effective Date: January 1, 2025

Company Size: 180 employees across Europe & North Africa

1. Remote Work Policy

XYZ Company operates a remote-first model with optional office access in Paris, Berlin, and Tunis.

- **Fully Remote:** 65% of employees
- **Hybrid:** 30% of employees (2–3 office days/week)
- **On-site:** 5% (role-dependent)

Core working hours are from **10:00 to 15:00 (local time)**. Outside these hours, employees may organize their schedule freely.

2. Equipment & Remote Allowances

- Company laptop (MacBook Pro or Dell XPS, average value: €2,100)
- External monitor + accessories (budget: €450)
- One-time remote setup allowance: €600
- Monthly remote work allowance: €80

3. Compensation Policy

Compensation at XYZ Company is role-based, benchmarked annually against EU market data (Radford & Glassdoor).

Example Annual Gross Salary Ranges:

- Junior Software Engineer: €38,000 – €45,000
- Mid-Level Software Engineer: €50,000 – €65,000
- Senior Software Engineer: €70,000 – €90,000
- Engineering Manager: €85,000 – €105,000

4. Bonuses & Reviews

- Annual performance bonus: 5–12% of base salary
- Promotion cycle: twice per year (March & September)
- Salary review: once per year (average increase: 4–7%)

5. Employee FAQ (Extract)

Q: Does my salary change if I relocate?

A: Yes, a cost-of-living adjustment may apply (±8% max).

Q: Are remote employees eligible for bonuses?

A: Yes, bonuses are performance-based and location-independent.

Q: Who pays for internet costs?

A: Employees cover internet costs, partially offset by the €80 monthly allowance.

For questions, contact HR at hr@xyzcompany.com

Approved by XYZ Company Leadership Team