Home Office Guidelines

Document ID: HR-RW-010 **Last Updated:** March 2024 **Owner:** Human Resources **Applies To:** All Remote and Hybrid Employees

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Overview

NovaTech supports remote work with resources and guidelines to help you create a productive, safe, and comfortable home office environment. This guide covers equipment, ergonomics, expenses, and best practices.

Equipment Provided

Standard Equipment

All employees receive:

Item	Standard Options	Notes
Laptop	MacBook Pro or Dell XPS	Your choice
Monitors	Up to 2 external monitors	Dell 27" 4K standard
Keyboard	Apple Magic or Logitech MX Keys	Your choice
Mouse	Apple Magic or Logitech MX Master	Your choice
Headset	Jabra Evolve2 or Poly Voyager	Your choice
Webcam	Logitech C920/C930e	If laptop camera insufficient

Requesting Equipment

1. Go to **it.novatech.com**
2. Click **Equipment Request**
3. Select items needed
4. Equipment ships within 3-5 business days

Home Office Stipend

Annual Stipend

$500 annually to create your ideal workspace: - Desk - Chair - Lighting - Organization - Decor - Ergonomic accessories

Using Your Stipend

1. Purchase items yourself
2. Submit receipt via Ramp
3. Select category: "Home Office"
4. Reimbursement within 5 business days

What's Covered

Eligible: - Standing desk or desk - Ergonomic chair - Desk lamp or lighting - Monitor stand or arm - Keyboard tray - Footrest - Cable management - Desk organizers - Plants (up to $50) - Wall art for video background

Not Eligible: - Electronics (use IT equipment request) - Furniture for non-work areas - Home improvements/renovations - Utilities

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Internet Reimbursement

Monthly Reimbursement

Up to **$75/month** for home internet:

1. Pay your internet bill
2. Submit via Ramp monthly
3. Category: "Home Office - Internet"

Requirements

- Must have internet service for work
- Shared household costs: Submit your portion
- Business-class upgrade encouraged but not required

Recommended Speeds

Use Case	Minimum	Recommended
General work	25 Mbps down / 5 Mbps up	100 Mbps down / 20 Mbps up
Video calls	10 Mbps down / 3 Mbps up	50 Mbps down / 10 Mbps up
Large file transfers	50 Mbps down / 10 Mbps up	200 Mbps down / 50 Mbps up

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Ergonomic Setup

Workstation Checklist

Monitor: - [ ] Top of screen at or slightly below eye level - [ ] About arm's length away (20-26 inches) - [ ] Screen perpendicular to windows to reduce glare

Chair: - [ ] Feet flat on floor (or on footrest) - [ ] Thighs parallel to floor - [ ] Lumbar support for lower back - [ ] Armrests at elbow height

Keyboard & Mouse: - [ ] Elbows at 90-degree angle - [ ] Wrists straight, not bent up or down - [ ] Mouse at same level as keyboard

Lighting: - [ ] Adequate ambient lighting - [ ] No glare on screen - [ ] Task lighting for documents

Ergonomic Assessment

Request a virtual ergonomic assessment: 1. Email wellness@novatech.com 2. Schedule video call 3. Specialist reviews your setup 4. Receive personalized recommendations

Medical Accommodations

For ergonomic needs due to medical conditions: 1. Contact HR: hr@novatech.com 2. Provide documentation if requested 3. No cost limits for medical accommodations 4. Specialized equipment provided as needed

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Workspace Requirements

Dedicated Workspace

Recommended but not required: - Quiet area for calls - Adequate lighting - Stable internet connection - Secure area for work materials

Security Requirements

Required: - Secure WiFi (WPA2/WPA3) - Locked computer when away - Private area for confidential calls - Secure storage for any physical documents

Prohibited: - Working from public WiFi without VPN - Leaving sensitive information visible - Sharing passwords or access

Video Call Environment

Tips for professional video presence: - Neutral or professional background - Good lighting (face the light source) - Camera at eye level - Minimize background noise - Use virtual background if needed

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Working Hours

Flexibility

NovaTech offers flexible working hours: - **Core hours:** Teams define their own - **Overlap:** Ensure sufficient overlap with team - **Time zones:** Accommodate team distribution

Availability Expectations

- Respond to messages within reasonable time
- Attend scheduled meetings
- Update calendar with focus time/away time
- Set Slack status appropriately

Time Tracking

Exempt employees don't track hours, but: - Notify manager of schedule changes - Take breaks and maintain work-life balance - Use PTO for time off

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Health & Wellness

Movement

Working from home can mean less movement: - Take regular breaks (every 30-60 minutes) - Stretch throughout the day - Consider standing desk or sit-stand routine - Walk during phone calls when possible

Mental Health

Remote work can be isolating: - Schedule virtual coffee chats - Participate in team activities - Use mental health days when needed - Access EAP resources: 1-800-XXX-XXXX

Eye Health

- Follow 20-20-20 rule (every 20 min, look at something 20 feet away for 20 seconds)
- Adjust screen brightness
- Use blue light filtering (built into most monitors)
- Ensure adequate lighting

Work-Life Boundaries

- Create physical and mental boundaries
- Have a "end of day" routine
- Shut down computer when done
- Communicate your working hours

Communication Best Practices

Staying Connected

Activity	Frequency
1:1 with manager	Weekly
Team meetings	Per team norm
All-hands	Monthly
Coffee chats	As desired

Asynchronous Communication

Embrace async communication: - Document decisions and context - Use Loom for explanations - Don't expect immediate responses - Respect others' focus time

Over-Communication

When remote, err on the side of over-communication: - Share project updates proactively - Let team know when you're away - Document your work in shared spaces - Ask questions early and often

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Visiting the Office

Office Access

For employees who want to work from the office: - Offices open Monday-Friday - No reservation required - Hot desks available - Book conference rooms via Google Calendar

Office Locations

Location	Address
Austin (HQ)	123 Tech Drive, Austin TX 78701
Seattle	456 Cloud Ave, Seattle WA 98101
London	789 Innovation Way, London EC1A
Bangalore	101 Tech Park, Bangalore 560001

International Remote Work

Temporary Work from Abroad

Work internationally for up to **4 weeks per year**:

Process: 1. Get manager approval 2. Notify HR: hr@novatech.com 3. Ensure adequate internet 4. Consider time zone overlap

Requirements: - Maintain core hours overlap with team - VPN required on public networks - Comply with local data laws - Report any security incidents

Extended International Work

Beyond 4 weeks requires: - HR review - Tax implications assessment - Legal compliance review - Executive approval

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Troubleshooting

Internet Issues

1. Restart router
2. Check with ISP
3. Use phone hotspot temporarily
4. Notify manager if extended outage
5. Go to coffee shop or office if needed

Equipment Issues

1. Try restarting device
2. Check IT help resources
3. Submit ticket at it.novatech.com
4. Emergency: #it-help on Slack

Power Outages

1. Notify your manager/team
2. Use phone for urgent communication
3. Relocate to location with power if extended
4. Track lost time if significant

Resources

- **IT Help:** it.novatech.com
- **Equipment Request:** it.novatech.com/equipment
- **Expense Submission:** Ramp app
- **Ergonomic Assessment:** wellness@novatech.com
- **HR Questions:** hr@novatech.com

Related Policies

- Remote Work Policy (HR-RW-001)
- Expense Policy (FIN-001)
- IT Acceptable Use (IT-SEC-005)
- Data Classification (IT-SEC-015)

Review Cycle: Annual Next Review: March 2025