

# **Remote Work Policy**

**Policy Number:** HR-WRK-001 **Effective Date:** March 1, 2020 **Last Updated:** January 15, 2024 **Owner:** People Operations **Applies To:** All employees globally

## **Overview**

NovaTech Solutions is a remote-first company. Remote work is the default, not an exception. This policy outlines expectations and guidelines for working remotely.

## **Remote-First Philosophy**

### **What Remote-First Means**

- Remote work is the standard, not a perk
- No one is required to work from an office
- Offices exist for collaboration, not as a default workspace
- Remote employees have equal access to opportunities
- Meetings and processes are designed for remote participation

### **Offices Are Optional**

While we maintain offices in Austin, Seattle, London, and Bangalore:  
- Office attendance is never required  
- Offices are available for those who prefer them  
- Some employees choose hybrid arrangements  
- Your location does not affect your opportunities

## **Eligibility**

### **All Roles Are Remote-Eligible**

Unless specifically noted in a job posting, all roles can be performed remotely. Some roles may require occasional travel or specific timezone coverage.

### **Location Requirements**

- Work from anywhere within your country of employment
- International remote work (over 14 days) requires approval
- Relocation requires HR coordination

- Some roles require specific timezone coverage (stated in job posting)

See: International Remote Work Policy (HR-WRK-012)

## Work Environment

### Home Office Requirements

Your remote workspace should have:

- Reliable internet connection (minimum 25 Mbps recommended)
- Quiet space for video calls
- Appropriate lighting for video
- Secure environment (no shoulder surfing on sensitive work)

### Home Office Stipend

All employees receive:

- **\$500 one-time stipend** for home office setup
- Use for: desk, chair, monitor, keyboard, lighting, etc.
- Claimed through Ramp with receipts

### Internet Reimbursement

- **\$75/month** reimbursement for home internet
- Submit through Ramp monthly
- Category: “Home Office - Internet”

### Ergonomics

NovaTech supports healthy workspaces:

- Ergonomic assessment available upon request
- Stipend can be used for ergonomic equipment
- See Workspace Ergonomics Guidelines (HR-WRK-005)

## Equipment

### Standard Equipment

All employees receive:

- Laptop (Mac or Windows, your choice)
- Basic peripherals as needed
- Software licenses for role

### Additional Equipment

Request additional equipment through IT:

- External monitors (up to 2)
- Keyboard and mouse
- Headset
- Other job-specific equipment

See: Equipment Policy (IT-HW-001)

## Working Hours

### Flexibility

NovaTech offers flexibility in when you work:

- Core hours: Generally none, unless role-specific
- Work during times that suit you
- Be available for team commitments (meetings, standups)
- Communicate your typical hours to your team

### Timezone Considerations

- Be mindful of global team members
- Avoid scheduling meetings outside reasonable hours
- Document decisions for async access
- Use async communication when possible

### Availability

- Keep your calendar current
- Set Slack status to reflect availability
- Communicate PTO and offline time
- Respond to messages within a reasonable time during work hours

## Communication

### Async-First

We default to asynchronous communication:

- Write documentation rather than scheduling meetings
- Use Slack threads for discussions
- Record videos for complex explanations
- Give people time to respond

### Synchronous Communication

Use real-time communication when:

- Immediate response is needed
- Complex, nuanced discussion required
- Building relationships and rapport
- Brainstorming and creative collaboration

### Tools

- **Slack:** Primary communication
- **Zoom:** Video meetings
- **Notion:** Documentation

- **Google Workspace:** Email, calendar, docs
- **GitHub:** Code collaboration

## Meetings

### Meeting Best Practices

- Default to optional attendance where possible
- Record meetings for those who can't attend
- Start with context and goals
- Include remote-friendly breaks in long meetings
- Use video to build connection (optional but encouraged)

### Meeting Hygiene

- Have an agenda
- End on time
- Document decisions and action items
- Respect timezone differences

## Collaboration

### Staying Connected

- Attend team rituals and standups
- Participate in company all-hands
- Join optional social events
- Schedule 1:1s with colleagues you don't naturally interact with

### Building Relationships

- Use video for relationship-building conversations
- Participate in virtual coffee chats (Donut bot in Slack)
- Attend in-person offsites when scheduled
- Reach out to team members proactively

## Coworking Spaces

### Coworking Stipend

If you prefer working outside your home: - **\$300/month** coworking stipend available - Requires manager approval - Use for: coworking space membership, day passes - Submit through Ramp

## **Coffee Shop Work**

- Occasional coffee shop work is fine
- Not recommended for sensitive work
- Use VPN on public WiFi
- Be mindful of screen visibility

## **In-Person Gatherings**

### **Company Offsites**

NovaTech holds company-wide and team offsites:

- Company offsite: Once per year
- Team offsites: Once per quarter (typical)
- Travel and accommodation covered
- Attendance expected unless personal circumstances prevent

### **Office Visits**

Visit any NovaTech office:

- No reservation needed (use your badge)
- Desk availability not guaranteed
- Book meeting rooms through Google Calendar

## **Compliance**

### **Data Security**

Remote work requires attention to security:

- Use VPN on public networks
- Lock your screen when away
- Don't discuss confidential information in public
- Secure physical documents

See: Security Best Practices for Remote Workers (IT-SEC-010)

### **Tax and Legal**

Remote work has tax and legal implications:

- Work from your designated work location
- International work may have tax consequences
- Notify HR of any location changes

See: International Remote Work Policy (HR-WRK-012)

## **Manager Responsibilities**

Managers of remote teams should:

- Trust employees to manage their time
- Focus on outcomes, not activity
- Schedule regular 1:1s
- Create opportunities for connection
- Be available and responsive
- Model healthy remote work habits

## **When Remote Work May Not Be Appropriate**

In rare cases, remote work may be restricted:

- Specific role requirements (stated in job posting)
- Performance concerns (temporary, with documentation)
- Investigation requirements
- Security incidents

Any restrictions will be communicated clearly with rationale.

## **Frequently Asked Questions**

**Q: Can I work from a different country?** A: Work from anywhere in your country of employment. Working from other countries over 14 days requires approval due to tax implications.

**Q: Do I have to use my stipend for a home office?** A: Yes, the \$500 stipend is for home office expenses. Internet reimbursement is separate.

**Q: What if my internet is unreliable?** A: Contact IT to discuss options (mobile hotspot, coworking stipend approval, etc.).

**Q: Can I work different hours than my team?** A: Flexibility varies by role. Discuss with your manager and ensure you meet team commitments.

**Q: Am I required to attend offsites?** A: Yes, unless personal circumstances prevent attendance. These are important for building connections.

## **Contact**

For remote work questions, contact People Operations at [hr@novatech.com](mailto:hr@novatech.com) or via #ask-hr on Slack.

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*Related Documents: Home Office Stipend (HR-WRK-003), International Remote Work Policy (HR-WRK-012), Equipment Policy (IT-HW-001), Workspace Ergonomics Guidelines (HR-WRK-005)*