

International Remote Work Policy

Document ID: HR-RW-005 **Effective Date:** January 1, 2024 **Last Updated:** March 2024 **Owner:** People Operations & Legal **Applies To:** All Employees

Overview

NovaTech supports working remotely from international locations for limited periods. This policy outlines the requirements and limitations for working outside your home country.

Eligibility

Who Can Request

- Full-time employees
- At least 6 months tenure
- Good performance standing
- Role compatible with international work
- Manager approval

Excluded Roles

Some roles cannot work internationally due to:
- Security requirements
- Regulatory restrictions
- Client obligations
- Time zone requirements

Check with your manager and HR if unsure.

Duration Limits

Standard Allowance

Up to 4 weeks (28 days) per calendar year

Can be used:
- Consecutively (one 4-week trip)
- Split (multiple shorter trips)
- Combined with vacation

Extended Requests

Requests exceeding 4 weeks require: - VP approval - HR review - Legal/tax assessment - May affect compensation and benefits

Approved Countries

Tier 1: Pre-Approved

No additional approval needed (within duration limits):

Region	Countries
North America	Canada, Mexico
Europe	UK, Ireland, Germany, France, Netherlands, Spain, Portugal, Italy
Asia Pacific	Japan, Singapore, Australia, New Zealand

Tier 2: Requires Review

Additional approval required: - Countries with complex tax treaties - Countries with data privacy concerns - HR will assess on case-by-case basis

Not Permitted

Working from these locations is not allowed: - Countries under US sanctions - Locations with travel advisories (Level 4) - Countries where NovaTech has no legal entity and cannot comply with laws

Request Process

Standard Request (Tier 1)

1. Submit request in Workday at least **2 weeks** before travel
2. Include:
 - Destination country
 - Dates of remote work

- Accommodation address
 - Local phone number
3. Manager reviews and approves
 4. HR confirms eligibility
 5. IT prepares any needed access

Extended/Tier 2 Request

1. Submit request at least **4 weeks** in advance
 2. Additional information required:
 - Business justification
 - Impact assessment
 - Time zone coverage plan
 3. HR conducts tax/legal review
 4. VP approval required
 5. May require additional documentation
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Requirements While Working Internationally

Work Hours

- Maintain reasonable overlap with your team's core hours
- Minimum 4 hours overlap with primary team time zone
- Document your working hours
- Be responsive during agreed hours

Communication

- Update Slack status with location and hours
- Ensure reliable internet (minimum 25 Mbps)
- Have backup connectivity plan
- Be available for critical meetings (adjust if needed)

Security

- Use VPN at all times
- Avoid public WiFi without VPN
- Do not access highly sensitive systems from unsecured locations
- Follow all security policies
- Report any security concerns immediately

Equipment

- Take only necessary equipment
 - Ensure equipment is encrypted
 - Do not leave devices unattended
 - Consider travel insurance for equipment
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Tax Implications

Important Notice

Working internationally may have tax implications:

- You remain responsible for personal tax obligations
- NovaTech will comply with corporate tax obligations
- Extended stays may trigger tax residence changes

NovaTech's Approach

- Stays under 30 days: Generally minimal impact
- Stays over 30 days: Tax review required
- Permanent establishment risk assessed by Finance

Your Responsibilities

- Understand personal tax obligations
 - Consult tax professional if needed
 - Report accurate work locations
 - Inform HR of any tax authority inquiries
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Compensation and Benefits

No Changes For

- Short-term work (under 4 weeks)
- Tier 1 countries
- Within annual allowance

May Be Affected

Extended stays may affect:

- Payroll processing
- Benefits eligibility
- Equity grants
- Retirement contributions

Discuss with HR before requesting extended stays.

Health and Safety

Health Insurance

- Verify coverage in destination country
- Consider travel medical insurance
- Know local emergency numbers
- Carry insurance cards

Travel Insurance

NovaTech provides business travel insurance covering:

- Medical emergencies
- Emergency evacuation
- Trip interruption

Does not cover:

- Personal vacation activities
- Pre-existing conditions
- Countries with travel advisories

Safety Guidelines

- Register with your embassy (if recommended)
 - Share itinerary with emergency contact
 - Know local emergency procedures
 - Monitor travel advisories
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Compliance

Data Privacy

- Ensure compliance with local data privacy laws
- Do not transfer restricted data to prohibited countries
- Use company-approved tools only
- Report any data access issues

Export Controls

Some work may be subject to export controls: - Technology transfers - Encryption software - Certain technical data

Check with Legal if your work involves regulated technology.

Right to Work

- This policy does not authorize immigration status
 - You must have legal right to be in the country
 - Visa requirements are your responsibility
 - Do not represent yourself as locally employed
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Returning Home

Before You Return

- Ensure all work is synced/backed up
- Clear any temporary local files
- Note any issues for follow-up
- Update your availability

After You Return

- Resume normal working hours
 - Update Slack status
 - Follow up on any pending items
 - Provide feedback to HR if requested
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Tracking and Reporting

Your Records

Maintain records of: - Days worked in each country - Dates and locations - For personal tax purposes

Company Records

NovaTech tracks:

- International work days (aggregate)
- Locations (for compliance)
- Does not share personal travel details

Violations

Failure to follow this policy may result in:

- Revocation of international work privileges
- Requirement to reimburse costs
- Tax penalties (personal responsibility)
- Disciplinary action

Frequently Asked Questions

Q: Can I work internationally while on vacation? A: Yes, work days count toward your 4-week limit. Log them separately from vacation days.

Q: What if I have a visa that allows work? A: A work visa doesn't change NovaTech's policy limits. Discuss with HR if you have special circumstances.

Q: Can I extend if I'm already abroad? A: Extensions require advance approval. Submit request as early as possible.

Q: What about digital nomad visas? A: These visas don't override our policy limits or tax considerations. Discuss with HR.

Q: My family lives in another country. Can I work from there longer? A: Family situations may qualify for exceptions. Discuss with HR about extended work arrangements.

Q: What if I'm in a country and there's an emergency? A: Contact HR and your manager. Focus on safety first. We'll work through logistics together.

Resources

- Workday: Submit requests
 - Travel@novatech.com: Travel questions
 - HR@novatech.com: Policy questions
 - Security@novatech.com: Security concerns
 - Travel insurance portal: [link]
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Related Documents

- Remote Work Policy (HR-RW-001)
 - Travel Policy (HR-CMP-020)
 - Data Classification Policy (IT-SEC-005)
 - Security Best Practices (IT-SEC-001)
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This policy is subject to change based on legal requirements and business needs.