

Remote Work / Telework Policy

Version: 2025-01

Company: NMT

Region: Global (EN)

Effective Date: 07 December 2025

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1. Purpose

The Remote Work / Telework Policy provides structured guidance for employees working remotely, ensuring that remote arrangements support operational efficiency, data security, compliance, and employee well-being. The policy establishes expectations for eligibility, performance, communication, and workspace requirements to maintain consistent productivity across all remote environments.

2. Eligibility and Approval

2.1 Eligible Roles

- **Full-Time Employees:** Roles not requiring physical on-site presence (e.g., IT, marketing, customer service) may be considered for remote work.
- **Part-Time Employees:** Eligibility is dependent on role requirements and manager discretion.
- **Contractors:** Eligibility is assessed case-by-case and requires written approval.

2.2 Exceptions

- **Roles Requiring On-Site Presence:** Positions involving facilities management, operations, or customer-facing responsibilities are ineligible.
- **New Employees:** Individuals in their probationary period are generally not eligible until successful completion of probation unless otherwise approved.

2.3 Approval Process

1. Submit a Remote Work Request Form to the direct manager.
 2. Manager evaluates the request based on performance, business needs, and role requirements.
 3. Final approval is communicated within **five business days**.
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3. Work Location and Hours

3.1 Work Location

- Employees must work from a secure, private location that supports productivity and confidentiality.
- Public places such as cafés, libraries, and parks must be avoided due to risk of unauthorized access to sensitive information.

3.2 Work Hours

- **Core Hours:** Employees must be available from **10 AM to 3 PM** in their local time zone.
- **Flexible Scheduling:** Outside core hours, employees may adjust work schedules with team communication.
- **Overtime:** Requires prior written approval from the manager.
- **Breaks:** Employees must take regular breaks, including a minimum **30-minute break every 4 hours**.

3.3 Availability Rules

- Employees must remain reachable via company communication tools during core hours.
- Out-of-office notifications must be used for extended absences.

4. Equipment and Allowances

4.1 Company Equipment

- The company provides essential equipment including laptops, monitors, and peripherals.
- Employees must maintain the equipment in good working condition.

4.2 Allowances

- **Internet Stipend:** Provided monthly, adjusted to local market rates.
- **Energy Stipend:** May be approved for roles requiring intensive remote work.

4.3 Ownership and Return

- All company equipment remains the property of NMT.

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- Equipment must be returned in good condition upon termination or upon request.

5. Security and Confidentiality

5.1 Data Security

- VPN use is mandatory for accessing company systems.
- Multi-Factor Authentication (MFA) must be enabled for all sensitive systems.

5.2 Data Handling

- Confidential data must not be stored on personal devices.
- All work must comply with the IT Security Policy and relevant data protection laws.

5.3 BYOD Rules

- Personal devices must comply with company security configurations before use.
- Devices must be registered with IT for monitoring and compliance checks.

5.4 Restricted Locations

Employees must avoid working from environments where unauthorized individuals could view or overhear confidential information.

6. Performance and Communication

6.1 Performance Metrics

Employees will be evaluated using KPIs and OKRs set by their managers, with focus on deliverables and outcomes rather than hours worked.

6.2 Communication Rituals

- **Daily Check-ins:** Brief team syncs for updates and priorities.
- **Weekly Updates:** Written summary of accomplishments and upcoming deliverables.

6.3 Meeting Etiquette

- Employees should be punctual, prepared, and have stable internet connectivity.
- Video conferencing is encouraged for interactive discussions.

6.4 Response-Time SLAs

- Employees must respond to internal communication within **24 hours** on business days.
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7. Health & Safety

7.1 Ergonomics

- Employees must maintain ergonomic home workspaces.
- Tools and resources for ergonomic setup are available through the intranet.

7.2 Incident Reporting

Any remote work-related injury must be reported immediately to the manager and documented using an incident report form.

7.3 Quarterly Self-Checklists

Employees must complete quarterly self-assessments regarding workspace safety and ergonomics.

8. Expenses and Reimbursements

8.1 Allowed Costs

Reimbursable expenses include:

- Internet costs
- Office supplies
- Ergonomic equipment

8.2 Per-Day Caps

Maximum reimbursement is **\$50 per day**, subject to role and manager approval.

8.3 Required Proofs

Receipts must be submitted with the official Expense Reimbursement Form within **30 days** of the expense.

9. Compliance and Monitoring

9.1 Acceptable Use

Employees must follow the Acceptable Use Policy when accessing company systems and handling data remotely.

9.2 Monitoring

The company may monitor remote work practices to ensure compliance, security, and performance consistency.

9.3 Consequences for Misuse

Violations of this policy may result in disciplinary action, up to and including termination.

10. Exceptions and Escalation Paths

10.1 Exceptions

Any exceptions to this policy require approval from HR and the employee's manager.

10.2 Escalation

Employees may appeal remote work decisions to HR for review.

11. Appendix

11.1 Glossary

- **VPN:** Virtual Private Network
- **MFA:** Multi-Factor Authentication
- **KPI:** Key Performance Indicator
- **OKR:** Objectives and Key Results

11.2 Related Policies

- IT Security Policy
 - Code of Conduct
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This Remote Work / Telework Policy ensures that employees working remotely do so in a secure, productive, and supportive environment while maintaining compliance with NMT's operational standards.