

**Remote Work / Telework Policy**  
**Version: 2025-01**  
**Company: NMT**  
**Region: Global (EN)**  
**Effective Date: 07 December 2025**  
**Last Reviewed: 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.

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## **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.
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### 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.

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

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## **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.

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## 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.

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## 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.

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## **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.

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## **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.