

Global Tech Solutions: Remote Work & AI Usage Policy (2026)

- 1. Remote Work Eligibility:** Employees are eligible for "Full Remote" status if they reside within 100 miles of a regional hub (e.g., Spokane, WA or Charlotte, NC). Employees must maintain a minimum internet speed of 50 Mbps.
- 2. Generative AI Tools:** Employees may use approved LLMs (Gemini, GPT-4) for code assistance but are strictly prohibited from pasting PII (Personally Identifiable Information) or client API keys into public prompts. All AI-generated code must undergo a manual "Human-in-the-Loop" review before being committed to the main branch.
- 3. Data Security:** Encryption is required for all local storage. Personal devices are not permitted for accessing the "Staging" or "Production" environments.
- 4. Reimbursement:** The company provides a monthly \$75 stipend for home office utilities. Equipment requests over \$500 require VP-level approval.