

Cascade Manufacturing Inc

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Remote Work Policy
Policy ID	HR-2024-002
Effective Date	March 1, 2024
Last Updated	October 22, 2024
Organization	Cascade Manufacturing Inc, Chicago, IL
Industry	Manufacturing
Total Employees	480

1. ELIGIBILITY

Remote work privileges are available to eligible employees on a role-by-role basis. Roles requiring physical presence are excluded.

2. WORK ARRANGEMENTS

- Full Remote: Approved for selected technical and administrative roles
- Hybrid (3 days office/2 days remote): Default for most positions
- Flexible Remote: Case-by-case basis

3. EQUIPMENT AND SUPPORT

- Home office equipment stipend: \$100/month
- VPN access and security software provided
- Technical support available 24/7

4. COMMUNICATION EXPECTATIONS

- Core hours: 10:00 AM - 3:00 PM in employee local time
- Video calls from professional settings
- Email response within 4 business hours
- Weekly team check-ins mandatory

Approval and Implementation

This policy is approved by the Human Resources Department of Cascade Manufacturing Inc and is effective as of March 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Date: __/__/__

Department Manager

Date: __/__/__

Employee Acknowledgment

Date: __/__/__