

# Policy 01: Work from Home Policy

Effective Date: January 1, 2024

## 1. Overview

Practical AI Corp supports flexible work arrangements. This policy outlines the guidelines for working

## 2. Eligibility

All full-time employees are eligible for hybrid work after their first 30 days of employment.

## 3. Schedule

- Employees are expected to be in the office at least 3 days a week.
- Standard remote days are Monday and Friday, unless otherwise requested by the manager.
- Core collaboration hours are 10:00 AM to 3:00 PM local time. You must be available on Slack and Z

## 4. Equipment

The company provides a laptop and a one-time stipend of \$500 for home office setup (monitor, chair,