

Policy 01: Work from Home (WFH) & Hybrid Work

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Document Owner: Human Resources

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1. Purpose and Scope

Practical AI Corp recognizes the changing nature of work and is committed to supporting flexible work arrangements. This policy

2. Eligibility & Suitability

2.1 Tenure Requirement

New employees are eligible for hybrid work arrangements after successfully completing their first 30 days of employment. During

2.2 Performance Standards

Eligibility is contingent upon maintaining a "Meets Expectations" or higher rating in the most recent performance review. Employ

2.3 Role Suitability

Not all roles are suitable for remote work. Roles requiring physical presence (e.g., Office Management, Hardware Lab Technicia

3. Hybrid Schedule & Availability

3.1 Core Office Days

- Employees are expected to be physically present in the office at least 3 days per week.
- Team Leads have the discretion to designate specific "Anchor Days" where the entire team must be present.
- Standard remote days are generally Monday and Friday, but this is subject to manager approval and business needs.

3.2 Core Collaboration Hours

To ensure synchronous collaboration, all employees (remote or onsite) must be available during Core Collaboration Hours: 10:00

4. Workspace & Equipment

4.1 Workspace Requirements

Employees working remotely must ensure they have a dedicated, quiet workspace free from distractions. The workspace must

4.2 Company Equipment

- The company provides a standard issue laptop (MacBook Pro or Dell XPS).
- A one-time Home Office Stipend of \$500 is available for permanent employees to purchase ergonomic equipment (monitors, c
- All company equipment must be returned upon termination of employment.

5. Data Security & Confidentiality

- Work must only be conducted on company-issued devices. Personal devices should not be used for accessing internal systems.
- Employees must ensure their home Wi-Fi network is secured with WPA2 or WPA3 encryption.
- Confidential conversations should not be held in public places or near smart speakers/listening devices.
- Lock your screen whenever you step away from your computer, even at home.

6. Health, Safety, and Dependent Care

- Employees are responsible for maintaining a safe home work environment. Practical AI Corp is not liable for injuries occurring in the home.
- WFH is not a substitute for dependent care. Employees must have adequate childcare or eldercare arrangements in place during work hours.

7. Revocation of Privileges

WFH is a privilege, not a right. Management reserves the right to revoke or modify remote work arrangements at any time due to

