

Work-From-Home (WFH) Policy – 2025

Effective Date: January 1, 2025

Applies To: All associates and eligible non-associates.

Overview:

The 2025 WFH policy supports a hybrid work model designed to balance flexibility with business needs.

Key Provisions:

- Employees may work from home up to 3 days per week with manager approval.
- Fully remote arrangements are permitted for roles classified as "Remote Eligible" by HR.
- All employees must be available online between 9:00 AM and 3:00 PM in their local time zone.
- On-site attendance may be required during key events, team meetings, or training sessions.

Equipment and Expenses:

- The company provides a one-time stipend of \$300 for home office setup.
- IT support is available for remote troubleshooting.

Policy Violations:

Employees failing to comply with the WFH expectations may be required to return to the office full-time.

Reach out to workplace@example.com for exceptions or questions.