

# AXIOM INC. · REMOTE WORK & HYBRID POLICY

Effective Date: January 1, 2026

## 1. WORK ARRANGEMENT OPTIONS

Axiom supports three work arrangements:

- a) In-Office: 5 days per week at company headquarters.
- b) Hybrid: 3 days in-office (Tuesday, Wednesday, Thursday) plus 2 days remote.
- c) Fully Remote: Available for qualifying roles with VP approval.

## 2. CORE HOURS

All employees must be available during core hours: 10:00 AM to 3:00 PM in their local timezone for meetings and real-time collaboration.

## 3. HOME OFFICE STIPEND

Remote and hybrid employees receive a one-time \$1,500 home office setup stipend and a \$100 per month internet and utilities allowance.

## 4. COMMUNICATION EXPECTATIONS

Respond to Slack messages within 2 hours during core hours.

Camera on for team meetings and client calls.

Update Slack status when stepping away for more than 30 minutes.

Weekly async status updates in team channels every Friday.

## 5. IN-OFFICE REQUIREMENTS FOR HYBRID

Hybrid employees must be in-office on Tuesday, Wednesday, and Thursday.

Teams may designate additional in-office days for sprint planning or launches.

Hot-desking is available; reserved desks require manager approval.

## 6. EQUIPMENT FOR REMOTE WORKERS

Remote employees receive the same equipment as in-office employees.

IT ships equipment to the employee's registered home address.

All company equipment must be returned within 14 days of separation.