pAI

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9. Purpose

This policy establishes the framework for remote work and flexible working hours arrangements at pAI. Its purpose is to provide employees with flexibility where appropriate, enhance work-life balance, attract and retain talent, and ensure business continuity and productivity, while maintaining team cohesion and security standards.

1. Scope

This policy applies to all eligible pAI employees (full-time and part-time permanent employees). The availability and specific terms of remote work and flexible hours are subject to job requirements, departmental needs, manager approval, and compliance with local labor laws. This policy does not apply to temporary or contract staff unless explicitly stated in their individual agreements.

1. Definitions

| **Term** | **Definition** |
| --- | --- |
| **Remote Work** | An arrangement where an employee regularly performs their job duties from a location other than a designated pAI office, typically a home office. |
| **Flexible Hours (Flextime)** | An arrangement that allows employees to vary their start and end times, provided they work their full contracted hours and are available during designated "Core Hours." |
| **Hybrid Work** | A combination of remote work and in-office work, where an employee spends a portion of their workweek at a pAI office and a portion working remotely. |
| **Core Hours** | Specific periods during the workday (e.g., 10:00 AM - 3:00 PM local time) when all team members are expected to be available for meetings and collaboration. |
| **Remote Work Agreement** | A formal document outlining the specific terms and conditions of a remote work arrangement, including schedule, responsibilities, and equipment. |
| **Eligibility Criteria** | The conditions an employee must meet to be considered for a remote work or flexible hours arrangement. |
| **Designated Workspace** | A safe, secure, and productive environment at the remote location from which an employee performs their duties. |

1. Policy Statement

4.1 pAI supports remote work and flexible hours arrangements where they align with business needs, enhance productivity, and are feasible for the specific role and team.

4.2 All remote work and flexible hours arrangements must be formally approved by the employee’s manager and Human Resources, and documented in a Remote Work Agreement where applicable.

4.3 Employees working remotely or on flexible hours are expected to maintain the same level of productivity, professionalism, and adherence to all pAI policies (e.g., Code of Conduct HR-03, Data Protection) as if they were working in the office.

4.4 Communication and collaboration are paramount. Employees in flexible arrangements shall ensure effective communication with their teams and availability during core hours.

4.5 pAI reserves the right to approve, modify, or revoke any remote work or flexible hours arrangement based on business needs, employee performance, or policy non-compliance.

1. Procedures / Guidelines

5.1 Eligibility for Remote Work and Flexible Hours

5.1.1 Eligibility for remote work or flexible hours is determined by the nature of the role, departmental needs, and the employee’s performance and tenure.

5.1.2 General Eligibility Criteria:

\* The role must be suitable for remote work (i.e., does not require constant physical presence or specialized on-site equipment).

\* Employee must have successfully completed their probationary period (See Policy HR-06).

\* Employee must have a consistent record of strong performance and adherence to pAI policies.

\* Employee must possess the necessary self-discipline, organizational skills, and communication abilities for remote work.

\* Employee must have a suitable, safe, and secure designated workspace.

Table 1 – Role Suitability for Remote/Flexible Arrangements

| **Role Category** | **Remote Work Suitability** | **Flexible Hours Suitability** | **Considerations** |
| --- | --- | --- | --- |
| **Knowledge Workers** | High | High | Requires reliable internet, self-discipline, strong communication. |
| **Client-Facing Roles** | Moderate (Hybrid often preferred) | High | May require in-person client meetings; core hours crucial for client availability. |
| **Technical/Lab Roles** | Low to Moderate | Moderate | Limited by need for specialized equipment, lab access; some roles may support hybrid. |
| **Manufacturing/Field Roles** | Low | Low | Requires physical presence, direct supervision, specific safety protocols. |

5.2 Application Process for Remote Work/Flexible Hours

5.2.1 Employees interested in a remote work or flexible hours arrangement must submit a formal request to their immediate manager and Human Resources.

5.2.2 The request should outline:

\* The proposed schedule (e.g., days remote, new start/end times).

\* Justification for the request, including how productivity will be maintained.

\* Confirmation of a suitable remote workspace.

5.2.3 The manager, in consultation with HR, will review the request based on business needs, team impact, and individual eligibility. Approval is at pAI’s sole discretion.

5.3 Remote Work Agreement

5.3.1 If a remote work arrangement is approved, a formal Remote Work Agreement shall be signed by the employee, their manager, and HR. This agreement shall specify:

\* The approved remote work schedule (e.g., specific days remote, hybrid model).

\* Expectations regarding communication, availability, and response times.

\* Requirements for a safe and ergonomically sound remote workspace.

\* Provisions for company-provided equipment and employee responsibilities for personal equipment.

\* Data security and confidentiality obligations (see Policy HR-03, Section 5.1.2).

\* The understanding that the arrangement can be modified or terminated by pAI with reasonable notice.

5.4 Expectations for Remote/Flexible Employees

5.4.1 Productivity and Performance: Remote employees are expected to meet or exceed the same performance standards as in-office employees. Performance will be measured by results, not by physical presence.

5.4.2 Communication: Employees must maintain proactive and consistent communication with their managers and team members, utilizing pAI-approved communication tools (e.g., video conferencing, instant messaging, email).

5.4.3 Availability: Employees must be available during core hours and for scheduled meetings, responding to communications in a timely manner.

5.4.4 Equipment and Workspace: Employees are responsible for maintaining a safe, secure, and productive remote workspace. pAI will provide essential equipment (e.g., laptop, monitor) as per company standards. Employees are responsible for their internet connection and utilities.

5.4.5 Data Security: Strict adherence to pAI’s data security and confidentiality policies is mandatory. Confidential information must be protected from unauthorized access (see Policy HR-03, Section 5.1.2).

5.4.6 Compliance: All pAI policies, including the Code of Conduct (HR-03), Anti-Sexual Harassment (HR-02), and EEO & Non-Discrimination (HR-04), remain in full effect for employees working remotely or on flexible hours.

5.5 Review and Termination of Arrangements

5.5.1 All remote work and flexible hours arrangements will be reviewed periodically (e.g., annually or as business needs change) by the manager and HR.

5.5.2 pAI reserves the right to modify or terminate any arrangement at any time, with reasonable notice, based on business needs, changes in job responsibilities, performance issues, or non-compliance with the policy or agreement.

1. Responsibilities

| **Role** | **Obligation** |
| --- | --- |
| **Employees** | Understand and adhere to this policy and any signed Remote Work Agreement. Maintain productivity and communication. Ensure a safe and secure remote workspace. |
| **Managers / Supervisors** | Evaluate requests fairly based on business needs. Set clear expectations and monitor performance. Ensure effective communication and collaboration within their team, regardless of work location. |
| **Human Resources** | Develop, implement, and administer this policy. Review and approve agreements. Provide guidance on policy application and address complex issues. |
| **IT Department** | Provide necessary equipment and technical support for remote work setups. Ensure data security and network access. |

1. Compliance & Consequences

7.1 Adherence to this Remote Work & Flex Hours Policy and any associated Remote Work Agreement is mandatory.

7.2 Failure to comply with the terms of an approved arrangement, including but not limited to, failure to maintain productivity, inadequate communication, security breaches, or non-adherence to core hours, may result in:

\* Review and modification of the arrangement.

\* Revocation of the remote work or flexible hours privilege.

\* Disciplinary action, up to and including termination of employment, in accordance with pAI’s general disciplinary procedures.

7.3 Any costs incurred by the employee for their remote workspace (e.g., internet, utilities) are generally the employee’s responsibility, unless otherwise stipulated by local law or a specific company agreement.

1. Review & Revision History

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 2025-07-01 | Initial release | HR Director |