HR Remote Work Policy

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1. Purpose

This policy defines how employees of SiftOps Labs may work remotely while maintaining compliance, security, and team effectiveness.

2. Eligibility & Locations

Remote work may be approved for eligible roles. Requests are evaluated based on role responsibilities, customer commitments, and legal constraints.

Employees may work temporarily outside their home country for up to **60 consecutive days** per calendar year, subject to manager approval and a compliance review (tax, payroll, and data handling).

Working from high■risk jurisdictions may be restricted. If a location is not supported, the request will be declined.

3. Working Hours & Availability

• Maintain overlap with your team's core hours (minimum 4 hours).
• Be reachable via approved channels during agreed working hours.
• Document async updates in the team workspace.

4. How to Request International Remote Work

• Submit the request at least **10 business days** in advance.
• Include destination country, dates, and a backup plan for connectivity.
• Approval requires both manager sign■off and compliance confirmation.

5. Responsibilities

• Policy Owner: People Ops
• Approver: Direct Manager + Compliance
• Employee: Follow security and data classification rules

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.