

Work Policy Document for Fake Company Ltd.

Introduction

This document outlines the work policy for employees of Fake Company Ltd. to ensure a productive and flexible working environment. The company recognizes the importance of work-life balance and aims to provide a hybrid work model that accommodates both in-office and remote work.

Hybrid Work Model

Fake Company Ltd. operates under a hybrid work model, which combines remote work with in-office attendance. This model is designed to enhance collaboration, communication, and team cohesion while allowing employees the flexibility to manage their work schedules.

In-Office Attendance Requirements

- Frequency: Employees are required to work in the office twice a week. The specific days for in-office attendance will be determined by individual teams and communicated by team leaders.
- Office Hours: Employees are expected to adhere to the standard office hours of 9:00 AM to 5:00 PM on in-office days.
- Team Collaboration: In-office days should be utilized for team meetings, collaborative projects, and activities that benefit from face-to-face interaction.

Remote Work Guidelines

- Employees are encouraged to work remotely on the days they are not required to be in the office.
- It is essential to maintain communication with team members and supervisors while working remotely.
- Employees should ensure that they have a suitable work environment at home that allows for productivity and focus.

Flexibility and Exceptions

- Employees may request flexibility in their in-office schedule due to personal circumstances or specific job requirements. Such requests should be discussed with and approved by their direct supervisor.

- The company understands that certain roles may require different attendance patterns, and adjustments will be made on a case-by-case basis.

Health and Safety

- Employees are expected to adhere to all health and safety guidelines while in the office, including any COVID-19 protocols that may be in place.
- The company will provide necessary resources to ensure a safe working environment.

Conclusion

Fake Company Ltd. is committed to fostering a positive work culture that supports both collaboration and flexibility. By adhering to this hybrid work policy, employees can contribute to a productive and engaging workplace while enjoying the benefits of remote work.
