**Remote Work & Flexible Arrangements Policy**

**1. Purpose of This Policy**

Our company recognizes that flexible working arrangements — including remote work — can help employees maintain a healthy work-life balance, increase productivity, and reduce commuting time. This policy outlines how remote work and flexible schedules work in our company and what is expected from employees.

**2. Who This Policy Applies To**

This policy applies to all employees whose role and responsibilities can be carried out partially or fully outside the office. Approval for remote work or flexible arrangements is based on:

* Job requirements
* Performance history
* Manager and HR approval

**3. Types of Flexible Arrangements**

**1. Full Remote Work**

You work entirely from home or another approved location.

**2. Hybrid Work**

You split your time between working remotely and coming into the office on assigned days.

**3. Flexible Hours**

You work the required total hours per day/week, but you can adjust your start and end times within agreed limits.

**4. Compressed Workweek**

You work longer hours over fewer days (for example, four 10-hour days instead of five 8-hour days).

**4. Approval Process**

* Submit your request to your manager, stating your preferred arrangement and reason.
* Your manager will review your job duties, workload, and team needs.
* HR will confirm final approval.
* Approved arrangements may be on a trial basis for the first 1–3 months.

**5. Expectations for Remote Work**

**Work Hours & Availability**

* You must be available during agreed working hours.
* Use the company’s approved communication tools (email, chat, video calls) for regular check-ins.

**Work Environment**

* Choose a quiet, distraction-free workspace.
* Ensure stable internet and a working computer or company device.

**Performance & Communication**

* Deliver work on time and meet deadlines just as you would in the office.
* Attend all required virtual meetings and respond to messages promptly.

**6. Equipment & Security**

* The company may provide laptops or other required equipment; these remain company property.
* Follow all **IT & Data Security** guidelines when working remotely.
* Do not store sensitive company information on personal devices unless authorized.
* Use company-approved VPNs or secure connections when accessing company systems.

**7. Data Privacy & Confidentiality**

* Protect documents, screens, and calls from being viewed or overheard by others.
* Lock your computer when away from your desk.
* Dispose of printed documents securely if needed.

**8. Attendance & Leave**

* Remote work does not replace leave. If you are unwell or unavailable, apply for leave as per the standard process.
* Regular attendance will still be monitored based on your work logins, check-ins, and output.

**9. Ending or Changing the Arrangement**

* The company may end or change your flexible work arrangement if performance, communication, or business needs are affected.
* You can also request changes to your arrangement by discussing with your manager.

**10. Final Note to Employees**

Flexible and remote working is based on **mutual trust**. It is important to deliver results, communicate effectively, and remain committed to your role, regardless of where or when you work.