

# MarkAlting Pro – Remote Work Policy

Version 1.0 – Effective 2025-06-12

## 1 Introduction

MarkAlting Pro (“the Company”) supports flexible working arrangements that balance employee well-being with business productivity. This policy outlines eligibility, expectations and resources for effective remote work.

## 2 Purpose

- Define criteria for working remotely;
- Ensure consistent communication and performance standards;
- Protect Company information assets when accessed off-site.

## 3 Scope

Applies to all employees who work off Company premises for **≥ 1 day per week** or ad hoc with manager approval.

## 4 Eligibility Criteria

1. Minimum tenure of **3 months** with “Meets Expectations” performance rating.
2. Adequate home workspace: quiet, ergonomic, secure.
3. Reliable internet ≥ 50 Mbps down / 5 Mbps up.
4. Completion of Remote-Work Security Training (score **≥ 90 %**).

## 5 Work Hours & Availability

Requirement

Standard

Notes

Core hours	09:00–16:00 IDT	Team meetings scheduled here.
Daily status update	By 09:30	Post in <b>#daily-standup</b> Slack channel.
Response time (IM/email)	≤ 30 min	During core hours.

Flexible hours outside the core block are permitted if **40 h / week** is maintained.

## 6 Equipment & IT Security

1. Company-issued laptop with up-to-date OS & endpoint protection.
2. VPN required for all internal systems; MFA enforced.
3. Confidential documents must not be printed at home unless approved.

## 7 Communication & Collaboration

1. Video on for team meetings unless bandwidth issues.
2. Use Slack for quick questions (< 5 min), email for tasks > 30 min, and Asana for project tracking.
3. Managers hold weekly 1-on-1s; missed sessions must be rescheduled within **48 h**.

## 8 Expense Coverage

Item	Allowance	Reimbursement Cycle
One-time workspace set-up	₪ 1 500	Submit receipts within <b>30 days</b> of purchase.
Monthly internet	₪ 100	Auto-credited upon bill upload.
Office ergonomics refresh	₪ 750 every 24 months	Chair / monitor upgrades.

## 9 Health & Safety

Employees are responsible for maintaining a safe home environment; the Company may request a self-assessment checklist once per year.

## 10 Performance & Review

KPIs mirror on-site roles. Repeated SLA breaches (> 3 per month) trigger a performance review.

## 11 Non-Compliance

Violations (e.g., sharing credentials, repeated unavailability) may result in remote-work privilege suspension and disciplinary action.

## 12 Policy Review

Reviewed every **18 months** by HR & IT Security.

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*Document owner: HR Director | Next review: 2026-12-12*