

Auxilium Corp Remote Work Guidelines

Effective: April 01, 2025

Eligibility

- Full-time employees after 90 days are eligible for up to 3 remote days/week.

Expectations

- *Availability:* Online 9:00 AM–5:00 PM via Slack and email.
- *Equipment:* Use company-provided laptops only. Report issues to IT.
- *Workspace:* Maintain a quiet, professional environment.

Process

- Submit remote work requests to your manager 1 week in advance via HR Portal.
- Emergency remote days (e.g., illness) require same-day manager approval.

Tools

- Slack for chat, Zoom for meetings, VPN for secure access (setup guide on intranet).

Non-compliance may revoke remote privileges.