

## **Piped Piper Work From Home Policy**

### **Purpose**

Piped Piper recognizes the benefits of flexibility and seeks to balance a collaborative in-office environment with the advantages of remote working. This policy outlines our standard hybrid work model and the circumstances under which fully remote work may be permitted.

### **Hybrid Work Model (Standard)**

- **In-Office Presence:** Most employees are expected to be present in the Piped Piper office for a minimum of two (2) designated days per week.
- **Work From Home:** Employees may work from home for the remaining three (3) standard workdays per week.
- **Scheduling:** Your manager will work with you to determine designated in-office days, ensuring team collaboration and coverage on necessary days.
- **Flexibility:** Occasional deviations from this schedule may be permitted with manager approval.

### **Fully Remote Work Exception**

- **Eligibility:** Fully remote work may be considered on a case-by-case basis for positions where the job duties can be performed effectively without an in-office presence.
- **Location:** Fully remote positions may be approved in specific geographic locations where Piped Piper maintains a business presence or has relevant tax and legal compliance.
- **Approval:** All requests for fully remote work must be submitted to your manager and HR for evaluation and approval.

### **Work From Home Expectations**

- **Suitable Workspace:** Employees working from home are expected to have a dedicated workspace that is free from distractions and conducive to productivity.
- **Communication & Availability:** Remote employees must maintain regular communication with their teams and be available during established work hours.
- **Technology:** Piped Piper will provide necessary equipment (laptop, etc.). Employees are responsible for a reliable internet connection.

### **Policy Revisions**

Piped Piper reserves the right to adjust this work from home policy as needed. Changes will be communicated to employees in a timely manner.