

MadeUpName, LLC

Remote & Hybrid Work Policy

Purpose

MadeUpName, LLC supports flexible work arrangements that promote productivity, work-life balance, and business continuity. This policy outlines expectations for employees working remotely or in hybrid arrangements.

Scope

This policy applies to all employees who work remotely full-time, part-time, or occasionally, and to those in hybrid schedules combining on-site and remote work.

1. Eligibility

Remote or hybrid work arrangements may be approved based on job requirements, performance, and team needs. Eligibility is determined by the employee's manager in coordination with HR.

2. Work Expectations

- Remote employees must maintain regular working hours consistent with their team's schedule.
- Employees must be available for meetings, collaboration, and communication during agreed hours.
- Work performance standards remain the same as for on-site employees.

3. Work Environment

Employees are responsible for maintaining a safe, distraction-free, and ergonomically sound home workspace. The company may provide or reimburse essential equipment as approved by management.

4. Communication

- Employees must stay connected through company-approved communication tools such as Slack, Zoom, and email.
- Regular team check-ins are required to ensure alignment and collaboration.
- Employees should update their calendars and availability to reflect working hours and status.

5. Data Security and Confidentiality

Remote workers must follow the company's Data Protection & Privacy Policy and Acceptable Use of Technology Policy. Sensitive data should never be shared over unsecured networks or stored on personal devices without encryption.

6. Attendance and Timekeeping

Remote employees are expected to accurately record their time and attendance, following the company's Time Tracking Policy. Excessive unavailability or missed deadlines may result in review of the remote work arrangement.

7. Equipment and Expenses

The company may provide laptops, software licenses, and necessary peripherals. Employees are expected to use these assets responsibly and report any damage or loss immediately.

8. Health and Safety

Employees must maintain a safe home working environment and report any work-related injuries or incidents as they would in the office.

9. On-Site Requirements

Employees may be asked to attend in-person meetings, team events, or training sessions with reasonable notice.

10. Review and Adjustment

Remote or hybrid arrangements may be adjusted or revoked at any time based on business needs, performance, or policy violations.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department