

Policy ID: POL-031

Title: Remote Work Policy

Version: 1.0

Effective Date: 2025-01-01

Section 1: Purpose

This policy outlines the rules and expectations regarding telecommuting requirements, home office standards, and collaboration guidelines across all business units.

Section 2: Scope

This applies to employees, contractors, and authorized third parties interacting with company systems or information.

Section 3: Key Requirements

- Passwords must be at least 14 characters long.
- All violations must be reported within 4 hours.
- Records must be retained for a minimum of 7 years.
- Gifts above \$150 are prohibited.
- Standard working hours are 8:00 AM to 5:00 PM, unless otherwise approved.

Section 4: Enforcement

Non-compliance may result in disciplinary action, access revocation, or legal escalation.

Section 5: Contacts

Questions about this policy should be directed to compliance@company.com.