Employee Handbook - Chapter 3: Work Arrangements

Section 3.1: Remote and Hybrid Work

The company supports flexible work arrangements to promote work-life balance and employee satisfaction. All work arrangements must be approved by your manager and comply with this policy.

Remote Work Eligibility

Full-time employees: up to 3 days per week remote

Part-time employees: up to 2 days per week remote

Contractors: case-by-case approval required

Remote Work Requirements

Technology: Company-provided laptop required. Personal devices prohibited.

Internet: Minimum 50 Mbps download speed

Environment: Quiet, professional workspace

Availability: Core hours 9:00-16:00 local time

Section 3.2: Business Travel

Travel Authorization

All business travel requires manager approval via travel request form. Submit at least 7 days prior to departure.

Expense Guidelines

- Airfare: Economy class only

- Hotels: Maximum €200/night

- Meals: €75 per day maximum

- Ground transport: Receipts required

Travel Booking

Use the company travel portal for all bookings. Emergency bookings must be approved retroactively within 24 hours.

Section 3.3: Time Tracking

All employees must log time accurately in the time tracking system. Remote workers are responsible for maintaining accurate records of working hours.

Remote Work Performance

Performance is measured by outcomes, not hours logged. Weekly progress updates required.

Violations of this policy may result in corrective action up to and including termination of remote work privileges.