

# ZAVA Remote Work Guidelines – FY26 Update

This HR-authored policy outlines ZAVA's updated hybrid work model. It includes:

- A message from the Chief People Officer affirming ZAVA's commitment to flexibility, inclusion, and productivity.
- A 3:2 in-office/remote schedule, with team-level discretion for additional flexibility.
- Equipment reimbursement policies (up to \$500/year), including ergonomic assessments and IT support.
- Required quarterly team syncs, which may be virtual or in-person depending on team location.
- A new “Remote Readiness Checklist” covering security, collaboration tools, and time zone coordination.
- FAQs addressing travel expectations, performance evaluation, and onboarding for remote hires.
- A section on “Remote Culture,” with tips for maintaining connection, visibility, and psychological safety.

The final page includes HR contact info, escalation paths for policy exceptions, and links to training modules.