

Remote Work Policy

Purpose

This policy outlines the company's approach to remote work, eligibility, expectations, and security requirements.

Scope

All full-time and part-time employees are eligible for remote work, subject to manager approval.

Policy

- Employees may work remotely up to **three days per week**.
- All remote work must be performed from a *secure location*.
- Employees must be available during core business hours (9am-5pm).
- Company data must be accessed only through secure, company-approved devices.
- All confidential information must be protected in accordance with company policy.
- Flexible hours are permitted with manager approval.

Internationalization

- Special characters: üöäß
- Chinese: 远程办公

Equipment

Table:

Item	Provided by Company	Notes
Laptop	Yes	Windows or Mac
Monitor	Yes	24" minimum
Keyboard	Yes	Ergonomic
Headset	Yes	Noise-cancelling

Security

- Use strong passwords and enable two-factor authentication.
- Do not share company devices with non-employees.
- Report any security incidents immediately to IT.

Review

This policy is reviewed annually and may be updated as needed.

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