

## **Internet Brands – Remote Work Policy**

*For demonstration purposes only*

### **Overview**

Internet Brands supports flexible work arrangements that allow employees to perform their duties remotely when appropriate. Remote work is intended to promote productivity while maintaining collaboration, security, and accountability.

### **Eligibility**

Remote work eligibility is determined by:

- Job responsibilities
- Team requirements
- Manager approval

Not all roles are eligible for remote work.

### **Expectations**

Employees approved for remote work must:

- Be available during core business hours
- Maintain reliable internet connectivity
- Follow all company security and confidentiality policies
- Attend required meetings (virtual or in-person)

### **Equipment & Security**

Company systems must be accessed using approved devices and secure networks. Employees are responsible for protecting company data while working remotely.

### **Review & Changes**

Remote work arrangements may be reviewed or modified at any time based on business needs.