

PURPOSE

This bulletin introduces targeted updates for operational clarity and security strengthening while minimizing disruption to established practices.

1. WORKING HOURS & ATTENDANCE

1.1 Core Collaboration Window extends to 9:00 AM – 4:00 PM local time. Teams should adjust meeting cadences to finish routine stand-ups before 10:30.

1.2 Standard lunch period remains an unpaid mid-day break; duration guidance remains aligned with prior handbook (no change).

1.3 Overtime: Prior approval process continues; managers may bundle approvals for planned release weeks.

1.4 Breaks: Wellness break guidance unchanged.

2. HYBRID & REMOTE WORK

2.1 Hybrid presence expectations unchanged; managers may grant short-term flexibility for project sprints.

2.2 International remote work requires advance compliance review; existing annual day limits remain.

2.3 Equipment: Company-issued devices only; no change to removable storage rules.

3. INFORMATION SECURITY

3.1 Password minimum length increased to 16 characters; complexity requirements unchanged otherwise.

3.2 Patch cadence, log retention, removable media and MFA practices remain as previously published.

4. DATA PRIVACY & RETENTION

4.1 Retention periods remain; additional quarterly audit checklist added for system owners.

4.2 Subject access request workflow clarified in the internal privacy portal playbook.

5. ACCEPTABLE USE & SOFTWARE

5.1 Personal browsing allowance unchanged; reminder to avoid high-bandwidth non-business streaming during core hours.

5.2 Approved AI assistant usage must include associated ticket reference when handling source or customer data.

6. PHYSICAL SECURITY

6.1 No changes.

7. HUMAN RESOURCES & CONDUCT

7.1 Gift policy unchanged; emphasize central logging of received items.

7.2 Performance review cadence unchanged.

8. EXPENSES & TRAVEL

8.1 Travel class rules unchanged; clarification: upgrade offers from airlines must still follow booking policy.

8.2 Expense submission window unchanged; finance portal now sends automated reminders at day 20.

9. IMPLEMENTATION

9.1 Department leads to cascade clarifications within 10 business days.

9.2 Employees acknowledge bulletin via HRIS task.

10. CHANGE LOG

Initial Q2 2025 revision bulletin focused on clarity and strengthened password standard.