

INTRODUCTION

This draft aligns prior baseline and revision guidance into a single forward-looking standard, retaining unchanged sections where appropriate.

1. WORKING HOURS & ATTENDANCE

1.1 Standard Workweek: 40 hours, Monday–Friday. Flexible start between 7:30–9:30 AM with a core collaboration window 10:00 AM – 4:00 PM.

1.2 Overtime Authorization: Approval required only when cumulative overtime exceeds 5 hours in a pay period.

1.3 Break Guidance: Two 15-minute wellness breaks encouraged; not bankable.

2. HYBRID & REMOTE WORK

2.1 Presence Requirement: Hybrid employees should be onsite at least 1 day each week.

2.2 International Remote Limit: Up to 45 business days outside the registered tax jurisdiction with advance clearance.

3. INFORMATION SECURITY

3.1 Password Policy: Minimum length 16 characters with mixed character classes.

3.2 Patch Cadence: Critical vulnerabilities remediated within 5 days; high severity within 14 days.

4. DATA PRIVACY & RETENTION

4.1 Transaction Record Retention: 5 years.

4.2 Support Chat Logs: 18 months.

5. ACCEPTABLE USE & SOFTWARE

5.1 Personal Browsing: Up to 20 minutes per day of light personal use that does not impact bandwidth.

5.2 Authorized Software: Only catalog-listed software may be installed.

6. PHYSICAL SECURITY

6.1 Badge Display: Must be visible onsite at all times.

6.2 Secure Areas: Biometric plus badge required for lab and data center entry.

7. HUMAN RESOURCES & CONDUCT

7.1 Gift Policy: Non-swag gifts are not permitted.

7.2 Mandatory Annual Training: Security Awareness, Code of Conduct, Data Privacy.

8. EXPENSES & TRAVEL

8.1 Domestic Flight Class: Business class permissible for flights over 4 hours if fare premium is modest.

8.2 Expense Submission Window: 45 days.

8.3 Receipts: Required for single expenses over \$25.

9. CHANGE GOVERNANCE

9.1 Feedback window open for 15 business days.

9.2 Final approved version archived with immutable hash reference.

10. CHANGE LOG

Initial Q3 2025 harmonization draft.