PROLOGWARE SOLUTIONS - COMPANY POLICIES

REMOTE WORK POLICY

- **Hybrid Work Model: 60% Remote, 40% On-site**

- **Flexible working hours: Core hours 10 AM - 4 PM (local time)**

- **Remote work equipment provided: Laptop, internet allowance**

- **Monthly team meetups required**

- **Quarterly in-person workshops mandatory**

- **Home office setup allowance: $500 annually**

• VPN and security tools mandatory for remote access

WORK-LIFE BALANCE POLICY

- **Standard work week: 40 hours**

- **Flexible start times: 8 AM - 11 AM**

- **No emails/calls after 7 PM unless emergency**

- **Mental health days: 2 per quarter**

• Sabbatical leave: Available after 3 years of service

PROFESSIONAL DEVELOPMENT POLICY

- **Learning budget: $2000 per employee annually**

- **Conference attendance: 1 major conference per year**

- Internal training: 4 hours per month mandatory

- Certification reimbursement: 100% for job-relevant certifications

- Mentorship program: Mandatory for all employees

• Cross-functional project participation encouraged

DIVERSITY & INCLUSION POLICY

- Equal opportunity employer

- Zero tolerance for discrimination

- Inclusive hiring practices

- Diverse interview panels mandatory

- Cultural sensitivity training: Quarterly

• Employee resource groups supported

COMMUNICATION POLICY

- Primary communication: Slack/Teams

- Weekly team standups: Mandatory

- Monthly all-hands meetings

- Quarterly company updates

- Open door policy with management

• Anonymous feedback system available

TECHNOLOGY & SECURITY POLICY

- BYOD policy with security requirements

- **Two-factor authentication mandatory**

- **Regular security training: Monthly**

- **Data protection compliance (GDPR)**

- **Code review requirements for all projects**

• Backup and disaster recovery protocols

COMMUNITY ENGAGEMENT POLICY

- **Employees encouraged to participate in community activities**

- **Volunteer time off: 16 hours annually**

- **Speaking at events supported and encouraged**

- **Open source contribution time: 4 hours monthly**

• Community workshop facilitation opportunities

PERFORMANCE EVALUATION POLICY

- **Quarterly performance reviews**

- **360-degree feedback system**

- **Goal setting and tracking (OKRs)**

- **Career development planning**

- **Performance improvement plans when needed**

• Recognition and rewards program