

Remote Work & Hybrid Policies

This document outlines the company's policies for remote and hybrid work, including eligibility criteria, technology requirements, security guidelines, and performance expectations.

Eligibility & Approval Process

Employees must meet specific criteria to qualify for remote or hybrid work.

1. Criteria for Remote/Hybrid Work:

- Employees must have completed probation to be eligible.
- Job roles requiring on-site presence may have limited remote work options.

2. Approval Hierarchy:

- Employees must submit a formal request to their managers.
- Final approval is granted by HR based on company policies.

3. Work Arrangement Guidelines:

- Hybrid employees must be available for scheduled in-office days.
- Remote work policies are subject to review based on performance.

A structured approval process ensures fair access to remote work options.

Work Setup & Technology

Employees must have the necessary tools and technology for remote work.

1. Essential Hardware & Software Requirements:

- Employees should have a reliable computer, internet, and VPN access.
- Company-approved software must be installed on work devices.

2. Company-Provided Tools:

- The company provides laptops and necessary accessories for remote employees.
- IT support is available for troubleshooting and setup assistance.

3. Home Office Setup Guidelines:

- Employees should create a dedicated workspace with minimal distractions.
- Ergonomic best practices should be followed to ensure comfort and productivity.

Ensuring proper technology setup enhances efficiency in remote work.

Communication & Availability

Clear communication is essential for a successful remote or hybrid work environment.

1. Core Hours & Expected Response Times:

- Employees must be available during standard work hours.
- Response times should align with company communication guidelines.

2. Meeting Etiquette Across Time Zones:

- Employees working across time zones should coordinate meeting schedules.
- Use of shared calendars ensures smooth collaboration.

3. Collaboration Tools:

- Official communication tools like Slack, Teams, or Zoom must be used.
- Virtual team check-ins ensure alignment on work progress.

Structured communication helps maintain team connectivity in a remote setting.

Security Measures

Remote employees must follow security protocols to protect company data.

1. VPN Usage & Secure File Sharing:

- Employees must connect to the company network through a VPN.
- Confidential files should be shared using company-approved platforms.

2. Policy on Personal Device Usage:

- Personal devices used for work must meet security standards.
- Company data should not be stored on unsecured personal devices.

3. IT Support & Security Training:

- Employees receive periodic training on cybersecurity best practices.
- IT support is available for resolving security-related issues.

Following security guidelines ensures data protection in remote work environments.

Performance & Accountability

Remote employees are expected to maintain high performance and accountability.

1. Tracking Deliverables:

- Employees should set clear goals and track progress using project management tools.
- Regular status updates ensure transparency.

2. Handling Time Zone Differences & Flexible Schedules:

- Teams should establish overlapping work hours for real-time collaboration.
- Clear expectations help manage asynchronous communication effectively.

3. Productivity Guidelines:

- Employees should follow daily check-ins and periodic performance evaluations.
- Time management tools can help maintain work-life balance.

A performance-driven remote work culture ensures efficiency and accountability.