

## **Remote Work & Flexible Work Policy**

### **1. Work-from-Home Guidelines**

- Employees may request WFH up to 8 days/month.
- Must be available during work hours.

### **2. Equipment**

- Company may provide laptop and headset.
- Employee responsible for internet connection.

### **3. Flexible Hours**

- Flexibility allowed between 8 AM – 10 AM login.
- Must complete 8 working hours.

### **4. Security Requirements**

- Use only company-approved tools.
- No sharing of confidential data.