

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.