Remote Work

1. Objective

This document aims to establish guidelines and expectations related to remote work, ensuring a productive, safe, and collaborative environment for all employees of .

2. Definition of Remote Work

Remote work is a work organization model in which employees perform their tasks outside of the company's physical environment, using technological resources for communication and task execution.

3. Eligibility for Remote Work

All employees may be eligible to work remotely, as long as their roles are suitable for the remote model.

Eligibility will be assessed by the immediate manager, who will consider the employee's performance, the nature of their tasks, and the need for physical presence in the office.

4. Equipment and Tools

Equipment provided: The company will provide the necessary equipment, such as laptops, headphones, and other devices essential for performing the work.

Employee responsibility: Employees must take care of the provided equipment, maintaining it in good condition and reporting any issues immediately.

Communication tools: uses platforms such as Slack, Microsoft Teams, and Zoom for communication and collaboration. It is mandatory to use these tools during working hours.

5. Working Hours

Remote working hours will be the same as the office hours, from 9:00 AM to 6:00 PM, from Monday to Friday.

Flexible hours may be agreed upon with the immediate manager, as long as the weekly working hours are met.

It is important to maintain constant communication during working hours, informing about breaks and personal absences.

6. Performance Expectations

Employee performance will be evaluated based on results and meeting deadlines for tasks.

Employees are expected to meet agreed-upon goals and actively participate in team meetings and processes.

Periodic reports on progress and results will be requested to ensure transparency and team coordination.

7. Communication and Collaboration

Weekly meetings (or as needed) will be held to align goals, discuss challenges, and share updates.

Video use in meetings is encouraged to promote effective communication and a sense of connection among team members.

Constructive feedback should be provided respectfully and professionally, focusing on continuous improvement.

8. Information Security

Employees must ensure the security of the company's information by avoiding the use of unsecured personal devices and exposure to unprotected public networks.

Passwords and confidential data must be kept confidential, in accordance with the company's internal information security policies.

Any security incidents must be immediately reported to the IT department.

9. Health and Well-being

cares about the physical and mental health of its employees. It is important to balance professional tasks with moments of rest.

It is recommended to create an ergonomically appropriate workspace to avoid health issues related to prolonged use of devices.

If necessary, the company offers support through wellness programs, such as psychological counseling or mindfulness practices.

10. In-person Meetings and Travel

When necessary, in-person meetings or corporate events may be held. Employees will be notified in advance, and when applicable, the company will cover transportation and accommodation expenses.

Remote work may be temporarily interrupted in exceptional situations that require the employee's physical presence at the office or at company events.

11. Absence Policy

Employees must inform any absence or change in availability in advance, whether for personal or health reasons.

The use of scheduling tools and shared calendars is mandatory to ensure visibility of all commitments.

12. Compliance with Legislation

The company will comply with all local and national laws related to remote work, including matters related to working hours, breaks, and labor rights.

Employees must stay informed about the regulations related to remote work and ensure compliance with them.

13. Policy Review

These policies may be reviewed periodically, in line with the evolution of remote work and the company's needs.

Any changes will be communicated to employees, and feedback may be requested to improve the remote work process.