

Office First Policy

Position Green

July 2023



Office First Policy

At Position Green, we believe in fostering a work environment that balances flexibility and collaboration to ensure the success of our employees and the organisation as a whole. Our Office-First Policy aims to provide the best of both worlds, enabling employees to work remotely for a portion of the week while emphasising the importance of in-office collaboration. The following guidelines outline our policy:

1. Remote Work Allowance:

- a. Employees are granted the opportunity to work remotely for 1-2 days per week. This policy aims to enhance work-life balance, reduce commuting stress, and improve overall job satisfaction.
- b. Remote work days are determined on a case-by-case basis, taking into account the nature of the employee's role, team requirements, and individual preferences.
- c. Requests for remote work days should be communicated via BOB either in advance or in the morning the same day.

2. Office Collaboration:

- a. Employees are expected to be present in the office for the majority of the workweek to facilitate effective collaboration, teamwork, and seamless communication.
- b. In-person collaboration is crucial for brainstorming sessions, problem-solving, knowledge sharing, and building strong relationships among team members.
- c. The office environment is designed to foster creativity, enhance productivity, and create a sense of belonging within the company.

3. Infrastructure and Support:

- a. Position Green will provide the necessary infrastructure and resources in the office to facilitate seamless collaboration, such as meeting rooms, communication tools, and technology support.
- b. Remote work equipment should meet the company's standards and be available for employees who need to work from home.
- c. Regular IT support will be provided to ensure smooth connectivity and troubleshoot any technical issues that may arise.

At Position Green, we value the well-being and productivity of our employees. Our Office-First Policy aims to provide the flexibility needed for a healthy work-life balance while fostering a collaborative environment that fuels creativity and success. By striking this balance, we can create an atmosphere that supports employee growth and delivers outstanding results for our organisation.



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