



Remote Work Policy





1. Purpose

Provide flexibility while maintaining productivity and accountability in remote arrangements.

2. Scope

Applies to all employees eligible for remote work arrangements.

3. Rules

- Employees must seek approval at least 2 days in advance.
- Employees must remain fully reachable during work hours.
- Daily task reports required.
- Company reserves right to revoke remote work if abused.

4. Equipment & Security

- Employees must use company-approved devices with secure connections.
- Confidentiality must be maintained at all times.

5. Limitations

Maximum of 6 work from home days per year unless otherwise approved.