

# Remote Work Policy

Remote work can create the conditions for deeper focus, healthier balance, and sustainable performance when it is grounded in clear expectations and shared accountability. This policy explains how remote work arrangements are managed so employees can do their best work while staying connected to colleagues, clients, and the mission of the organization.

Remote work is designed to support both individual effectiveness and team success. It does not lower or change performance expectations; instead, it clarifies how those expectations are met when work happens from somewhere other than a central office.

## ELIGIBILITY AND APPROVAL

Remote work may be available to employees whose responsibilities can be performed effectively outside a traditional office or on-site environment. Eligibility depends on the nature of the role, team and client needs, performance, and the tools required to do the work well.

Employees should request remote work arrangements in advance whenever possible and receive approval from their manager or designated supervisor. Approval may be granted for fully remote roles, hybrid schedules, occasional remote days, or short-term circumstances such as illness, weather, caregiving needs, or other temporary situations.

## WORK LOCATION

Remote work is generally expected to take place from an employee's primary residence or another approved location that allows for professional, reliable work. Employees must obtain approval before working regularly from another state, country, or time zone, as legal, tax, or operational considerations may apply.

Organizations may limit remote work from certain locations based on regulatory, security, or business requirements.

## WORK HOURS AND COMMUNICATION

Employees working remotely are typically expected to maintain their regular work schedule unless another arrangement has been approved. During scheduled work hours, employees should remain reachable and responsive through agreed-upon channels, such as email, phone, messaging platforms, and virtual meeting tools.

Collaboration remains essential regardless of location. Employees are expected to attend scheduled meetings, communicate proactively about availability, and raise any delays or barriers that may affect deadlines or service to internal and external partners. Remote work should make it easier—not harder—for the team to move work forward together.

## PERFORMANCE AND ACCOUNTABILITY

Remote work does not change performance standards. Employees are expected to meet deadlines, maintain quality, uphold commitments, and contribute fully to team and organizational goals.

Leaders may revisit or adjust a remote work arrangement if business needs change, collaboration becomes difficult, or performance concerns arise. Adjustments are intended to ensure clarity, support, and consistency for both the employee and the team, not to penalize flexibility.

## WORKSPACE, EQUIPMENT, AND CONFIDENTIALITY

Employees are responsible for maintaining a safe, reliable, and reasonably quiet workspace that allows them to work productively and professionally. They should have dependable internet access and should promptly notify their manager if technology issues or outages interfere with their ability to work.

Any organization-issued equipment must be used responsibly and in accordance with technology and security expectations. Employees must protect confidential and sensitive information when working remotely, including:

- Using secure, password-protected internet connections

- Following device and data security protocols
- Avoiding discussing or displaying confidential information in public or shared spaces

## POLICY CHANGES AND DISCRETION

Remote work arrangements are not guaranteed and may be modified or discontinued based on organizational, team, or role-specific needs. This policy may be updated at any time to reflect evolving practices, legal requirements, and the needs of the organization.

This policy is intended as a general framework and does not alter the at-will nature of employment (where applicable) or any contractual rights and obligations.

Organizations should review and adapt this language with legal or HR counsel to ensure alignment with applicable laws and internal policies.