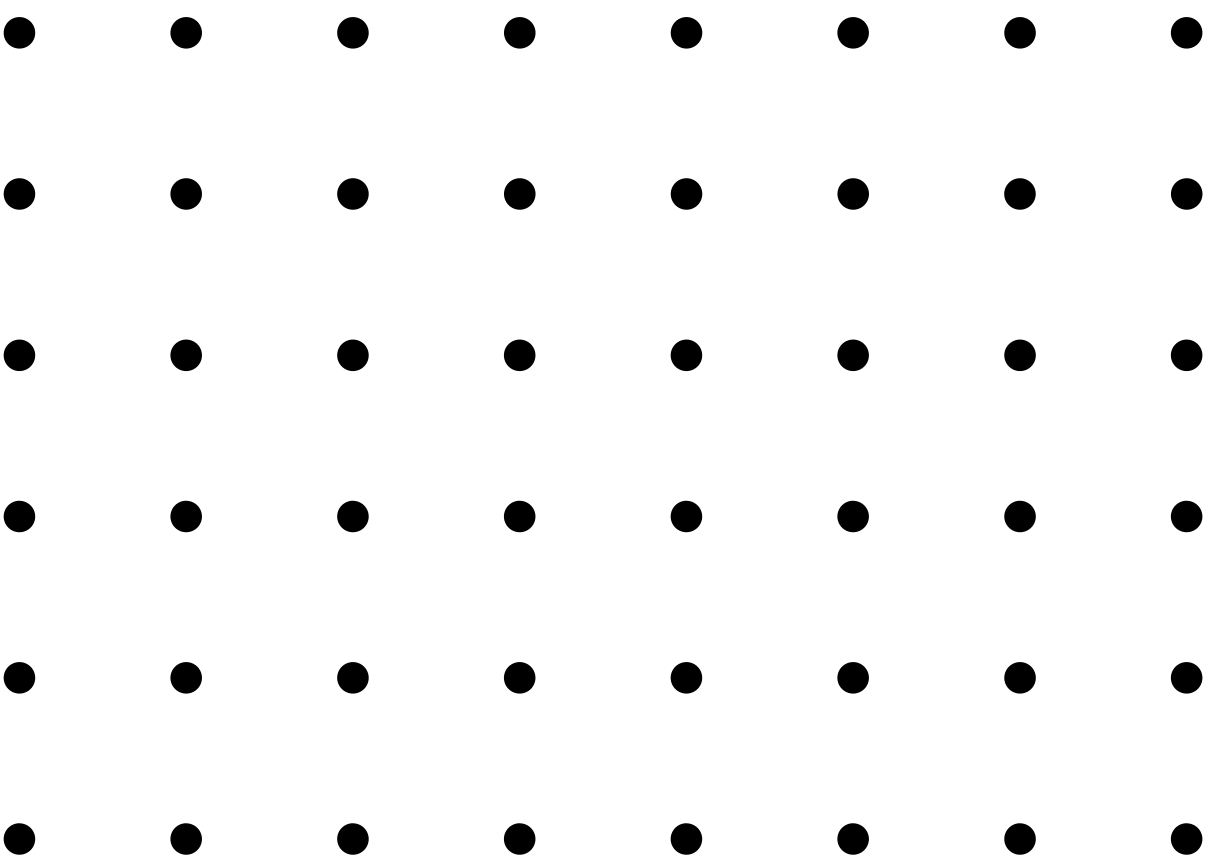


Remote Work Policy



PRESENTED BY
ANITA ANKELI
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Policy Purpose

1. Purpose

This policy outlines the expectations, responsibilities, and guidelines for employees who are approved to work remotely, either full-time or as part of a hybrid arrangement. It ensures productivity, accountability, and the protection of company resources while allowing flexibility.

2. Scope

This policy applies to all employees of Anakalice Solutions who have been formally approved to work remotely, whether temporarily, on a hybrid basis, or fully remote.

3. Objective

- Provide clear guidelines for remote work arrangements
- Maintain operational efficiency and team collaboration
- Safeguard sensitive information and company data
- Ensure fair and consistent remote work practices

EMPLOYEE FEEDBACK

4. Remote Work Eligibility

Not all roles are suitable for remote work. Eligibility will be based on:

- Nature of the role and operational needs
- Employee's performance and reliability
- Availability of necessary tools or resources

Employees must submit a remote work request form for review and approval by HR and their department head.

5. Work Hours And Availability

- Remote employees are expected to maintain the same working hours as on-site staff unless otherwise agreed.
- Employees must be available during core business hours: 9:00 AM – 5:00 PM (WAT).
- Breaks should follow the same guidelines as in-office staff.
- Any changes to work hours must be communicated and approved by the supervisor.

EMPLOYEE FEEDBACK

6. Communication Expectations

To maintain collaboration and team productivity:

- Daily check-ins via Zoom or Google Meet at 9:00 AM
- Teams should use Slack, Email, or WhatsApp for real-time updates
- All meetings must be attended unless pre-approved absences are in place
- Response time for internal communication should not exceed 2 hours during work hours

7. Equipment And Technology

The company will provide necessary tools for remote work, such as:

- Laptops or desktops
- Licensed software (Zoom, Google Workspace, etc.)
- VPN or secure access tools (if needed)

Employees are responsible for:

- Ensuring a stable internet connection
- Maintaining their work equipment in good condition
- Reporting technical issues promptly

EMPLOYEE FEEDBACK

8. Data Security And Confidentiality

Remote employees must:

- Use strong passwords and avoid sharing login credentials
- Access company files only through authorized platforms
- Avoid using public Wi-Fi without VPN
- Log out of systems at the end of the workday

Confidentiality agreements remain binding during remote work.

9. Performance And Accountability

Remote employees are expected to:

- Complete assigned tasks within deadlines
- Attend scheduled meetings punctually
- Submit daily or weekly progress reports (based on manager preference)
- Maintain a quiet and professional work environment

Performance will be reviewed as regularly as on-site staff.

EMPLOYEE FEEDBACK

10. Expenses & Allowances

Employees may be reimbursed for:

- Internet subscriptions (if not provided)
- Workspace equipment (subject to prior approval)

All claims must be supported with receipts and submitted monthly.

11. Policy Violations

Failure to adhere to this policy may result in:

- Revocation of remote work privileges
- Disciplinary action according to the Employee Code of Conduct
- Termination, in severe cases involving data breaches or neglect of duties

You can now work from anywhere within the country

Employees are now permitted to work from any location within the country, provided that their duties can be performed effectively and securely from that location.

- This flexibility allows team members to choose a work environment that best supports their productivity and well-being.
- Employees must ensure they have access to a reliable internet connection, a distraction-free workspace, and necessary tools or resources to fulfill their duties.
- Any change in work location must be communicated to HR and the employee's direct supervisor in advance to ensure compliance with data security, time zone coordination, and legal requirements (if applicable).
- Employees are expected to remain reachable and available during core business hours, regardless of their location.

Core working hours are being instituted to facilitate collaboration

To support real-time collaboration and ensure team alignment, core working hours have been established during which all employees must be online and available.

- Core hours are set between 9:00 AM and 5:00 PM (local time), Monday to Friday.
- Outside of these hours, employees have the flexibility to structure their workday as needed, so long as they fulfill their weekly deliverables and attend scheduled meetings.
- The goal of core hours is to create overlap among team members for check-ins, brainstorming, decision-making, and urgent support, while still honoring the flexibility remote work provides.
- Managers may adjust core hours slightly for specific teams depending on project demands, but any changes must be approved by HR.

Empowering our remote workforce with essential tools and resources

Hardware Devices	Software Licenses	Communication Tools	Collaboration Platforms	VPN (Virtual Private Network)
Employees will be provided with necessary hardware devices such as laptops, monitors, keyboards, and mice.	Access to required software licenses will be provided for work-related applications and tools.	Employees will have access to communication tools such as video conferencing software, instant messaging platforms, and email clients.	Access will be provided to collaboration platforms like project management tools, shared document repositories, and virtual whiteboards.	A VPN will be provided to ensure secure remote access to the company's network and resources.

Remote work should not compromise accountability or hinder evaluation

Remote work must not compromise individual accountability or hinder the evaluation of performance.

- Employees are still held to the same performance standards and expectations as in-office staff.
- Regular reporting, time tracking (if applicable), and project management tools (e.g., ClickUp, Trello, or Notion) will be used to monitor task progress and ensure goals are met.
- Deliverables, deadlines, responsiveness, and communication are key metrics by which remote employees will be evaluated.
- Employees are required to attend scheduled check-ins and submit weekly summaries of progress to their team leads.
- Performance issues identified while working remotely will be addressed through standard HR processes and may result in a review of remote work eligibility.

New responsibilities for managers to encourage a culture of team autonomy

Managers are expected to support a remote-first culture by empowering their teams, maintaining trust, and promoting autonomy.

- Managers must establish clear expectations, deadlines, and communication norms for their teams.
- Instead of micromanaging, managers are encouraged to focus on outcomes, progress updates, and proactive support.
- Weekly one-on-ones, team huddles, and open-door virtual office hours should be scheduled to maintain visibility and support.
- Managers will receive training (where applicable) on remote leadership, performance coaching, and building psychologically safe teams.
- Leadership must model good remote behavior by adhering to communication norms, using approved tools, and respecting team work-life boundaries.

Selecting appropriate communication and collaboration tools for teams

STEP 01

Assess needs

- Determine the frequency and type of communication required for effective collaboration
- Consider team dynamics, project requirements, and individual preferences



STEP 02

Choose channels

- Options may include instant messaging, email, or project management platforms
- Consider the pros and cons of each channel based on factors such as real-time interaction and ease of use



STEP 03

Ensure availability

- Provide access to reliable internet connection and hardware devices for smooth communication
- Ensure employees have access to necessary software, licenses, and collaboration tools



Selecting appropriate communication and collaboration tools for teams

STEP 04

Establish protocols

- Define guidelines for communication etiquette, response times, and meeting schedules
- Encourage clear and concise communication to avoid misinterpretation

STEP 05

Promote virtual collaboration

- Encourage employees to actively participate in meetings, brainstorming sessions, and collaborative platforms
- Foster a culture of sharing ideas, feedback, and knowledge remotely

STEP 06

Gather feedback

- Continuously assess the effectiveness of communication and collaboration practices
- Collect feedback from employees to identify areas for improvement

ONGOING EMPLOYEE FEEDBACK

We are listening!

Contact Your Manager or Your HR Representative

For any questions or further information

Acknowledgement

Employees must sign the Remote Work Agreement Form to confirm they have read, understood, and agreed to comply with this policy.

Employee Name: _____

Department: _____

Manager Name: _____

Remote Work Start Date: _____

Agreement Valid Until: _____

Signature: _____

Date: _____

**Thank you
for your time.**

