# Remote Work Policy

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| **Policy Number** | HR-101 | **Effective Date** | January 1, 2026 |
| **Department** | Human Resources | **Last Reviewed** | November 2, 2026 |

## 1. Purpose and Scope

This Remote Work Policy outlines the guidelines for employees of Nexus Global Solutions who work from a location other than the company's central offices. The purpose of this policy is to ensure that both the company and its employees benefit from remote working arrangements while maintaining high levels of productivity and data security.

## 2. Eligibility

Not all roles are suitable for remote work. Eligibility is determined by the employee's department head and HR based on the following criteria:

- The nature of the employee's work and whether it can be performed effectively off-site.
- The employee's past performance, time-management skills, and ability to work independently.
- Consistent internet connectivity and a distraction-free home office environment.

## 3. Equipment and Technology

The company will provide eligible employees with necessary equipment, including a laptop and required software licenses. Employees are responsible for:

- Maintaining a secure, stable internet connection at their own expense.
- Ensuring company equipment is used solely for business purposes.
- Reporting any technical issues or hardware malfunctions to the IT Helpdesk within 24 hours.

## 4. Communication Expectations

Remote employees must remain accessible during standard core hours (10:00 AM to 3:00 PM local time). They are expected to check their company email and direct messaging platforms frequently, attend scheduled virtual meetings on time, and communicate any expected absences or delays with their direct supervisor.

## 5. Compliance and Security

All remote employees are subject to the company's Data Protection Policy. Connecting to public Wi-Fi without using the company-provided VPN is strictly prohibited. Physical documents containing sensitive information must be stored securely and shredded when no longer needed.