



Remote Workplace Policy

Adopted [insert date]

Policy Brief & Purpose:

The Dallas Innovation Alliance's remote work policy outlines the organization's guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our company will benefit from these arrangements.

Scope:

This policy applies to employees whose primary work location is not at our offices located at 3000 Pegasus Park Dr, Dallas, TX 75247.

Policy Elements:

Remote working is a permanent or temporary agreement between employees and managers to work from a non-office location for more than three days.

Remote working agreement

Employees may work remotely on a permanent or temporary basis. Office-based employees may also work remotely for a maximum of *three consecutive weeks* per year if *they want to visit family/their birthplace*. Employees who are new parents or suffer from short-term/long-term disability may agree to longer periods of remote working. Employees who want to work remotely must submit a request by contacting the Executive Director.

Remote working that works

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Compliance with Policies

Our remote employees must follow our company's policies like their office-based colleagues.

Compensation and benefits

Compensation is determined by job role. Health insurance, PTO and other individual or group benefits are not altered by a remote working agreement.

Equipment

We will provide our remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable). Equipment that we provide is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.