



Figmenta Remote Work Policy

This policy outlines the expectations for all remote Collaborators working for Figmenta. It ensures productivity, communication, and a healthy work environment.

1. Working Hours

1.1 Full-time Collaborators are required to work eight (8) hours per day, while part-time Collaborators are required to work the number of hours or days per week agreed upon in their contract, excluding breaks and interruptions.

1.2 The work start time depends on the agreements made in relation to the different international teams. For any questions regarding this, please refer to the Project Manager.

1.3 Working hours must be respected to ensure smooth coordination with the team and timely project deliveries.

1.4 Any schedule changes or adjustments must be communicated and approved by your manager in advance.

1.5 During the working day, except for breaks, the collaborator is required to carry out the assigned tasks. No other activities are allowed unless explicitly agreed upon with the Manager. It is reminded that activities such as administrative tasks, reading or writing emails unrelated to the assigned tasks, or routine tasks concerning the maintenance of personal work tools (e.g., phone or computer) are considered tasks to be performed outside working hours. Tasks that involve setting up tools necessary to perform the assigned tasks (e.g., setting up a tool or an email address) are, however, considered permissible.

2. Suitable Work Environment

2.1 Collaborators are expected to work in a healthy, quiet, and professional environment that is conducive to productive work.

2.2 The workspace should be free from excessive noise to allow for clear communication during calls.

2.3 A stable and high-speed internet connection is mandatory to ensure smooth operation, particularly for video calls, project collaboration, and timely submission of work.

2.4 Except in special cases, when performing remote work the collaborator is required to provide their own hardware and software equipment in order to carry out their duties.

2.5 The collaborator must ensure that all software and security updates are installed to maintain the efficiency and security of their work equipment.

3. Daily Check-in/Check-out System

3.1 Every working day, Collaborators must join their dedicated Discord lobby. This lobby is only accessible to the collaborator, the Project Manager, and other team members of the respective team.

3.2 This lobby serves as the virtual workspace where the team can connect with the collaborator, discuss progress, and collaborate throughout the day.

3.3 Collaborators must remain connected to the lobby during working hours and disconnect only at the end of the workday.

3.4 Failure to remain in the Discord lobby or to respond on Discord chat, except during properly notified breaks, is considered equivalent to not being at work. This is a serious breach of the terms of the contract.

4. Screen Sharing within One's Lobby

4.1 For the entire duration of the probation period, all collaborators are required to share their work in progress and allow real-time monitoring of their activities.

Therefore, except when the screen is being shared by the manager or other team members, the collaborator's screen must remain shared continuously from the moment they log in until the end of the workday.

4.2 Upon completion of the probation period, collaborators holding senior or staff/management positions are exempt from the obligation to share their screen. Conversely, collaborators at lower levels or specialized technical collaborators are required to keep their screen shared continuously from the moment they log in until the end of the workday, for the entire duration of their contract, unless otherwise communicated.

5. Guidelines for Using Discord Voice Communication

5.1 The audio quality must always be clear. Collaborators are expected to be easily audible, without background noise or interference.

5.2 The webcam should remain turned off unless specifically requested for a meeting or a particular task.

5.3 To maintain a quiet and productive environment for all participants, the microphone must remain muted whenever the collaborator is not speaking.

6. Communication Tool

6.1 Discord is the official communication tool for all project-related matters. It must be used exclusively for issues concerning projects, work, and for all matters related to knowledge sharing among team members.

6.2 Collaborators are required to create a new Discord account using the email credentials provided by Figmenta. Therefore, even if you already have a Discord account, you'll need to create a new one using your official Figmenta email address. The main reason is that, since it is a work communication tool, this account may only be used to access the Figmenta Server and not other channels, in order to ensure the proper focus on work activities during work time.

6.3 For administrative matters, payments, absences from work, or contract inquiries, Collaborators must not use Discord but must contact the administrative team via email at admin@figmenta.com.

6.4 For each project, a dedicated Discord channel will be created, including the Project Manager and relevant Collaborators.

6.5 Collaborators must be reachable through secondary communication channels for important work-related updates, including but not limited to schedule changes, exceptional closures, urgent interventions, or technical issues. A prompt response is expected to ensure smooth project execution.

6.6 Discord notifications must never be ignored, as it is the primary platform for quick updates, feedback, and project-related communication.

6.7 Timely responses in Discord are expected to ensure smooth project execution and efficient team collaboration.

7. Task Management tool

7.1 The official tool for task management is Notion.

7.2 A Notion page will be created for each project and Collaborators will be invited to join.

7.3 Collaborators must utilize Notion to track their work to maintain clear communication and task transparency.

8. Breaks

8.1 Collaborators are encouraged to take breaks throughout the working day to protect their physical and mental well-being and ensure they can perform their tasks effectively.

8.2 Regular breaks during working hours are essential for maintaining productivity, focus, and reducing stress. Short pauses help prevent mental and physical fatigue, ensuring sustained performance throughout the day.

8.3 Collaborators are entitled to take as many breaks as needed during the day, up to a maximum of 2 hours per day in total, for a full-time collaborator, and 1 hour per day, for a part-time collaborator.

8.4 Any breaks exceeding few minutes must be notified via Discord into their channel with a message such as "I'm taking a break," so the team is aware of the collaborator's temporary unavailability.

8.5 Upon returning from a break, Collaborators must notify the team with a message such as "I'm back." Full-time Collaborators must work 8 hours per day, and part-time Collaborators must work 4 hours per day. Breaks must not reduce these daily working hours.

8.6 While Collaborators can take breaks at their discretion, coordinating break times within the team, especially for those in the same time zone, is encouraged to enhance team alignment and workflow.

9. Managing Exceptional Circumstances

9.1 In case of extraordinary conditions that temporarily prevent the proper execution of work, such as (but not limited to) hardware issues, power outages, internet failures, or other natural or technical disruptions, the collaborator must immediately notify their manager via Discord. If the manager is unavailable, any other appropriate means of communication should be used to explain the situation.

9.2 If the issue occurs at the beginning of the working day, within the first half, the collaborator has three options:

- A. Take a break for the necessary time to move to an alternative workplace with a stable internet connection and electricity.
- B. Use a backup tool such as a mobile hotspot to maintain internet connectivity.
- C. Request a schedule adjustment, making up for lost hours on another day during the weekend or distributing the hours across different time slots, as per the [Figmenta Policy on Absences and Leave](#).



9.3 If the issue occurs in the second half of the working day, the collaborator must request a schedule adjustment and recover the lost hours on another day during the weekend or distribute them accordingly, following the same policy.