Home-Office Guidelines for Personnel

Dear Team,

As we continue to adapt to a flexible work environment, we would like to share our guidelines for working from home. Please review the following points to ensure productivity and maintain our company culture.

1. Work Hours

Please be available during core working hours from 9 AM to 5 PM. Ensure to communicate your schedule with your supervisor.

2. Communication

Utilize our communication tools (e.g., Slack, Email) to stay connected with your team. Regular check-ins are encouraged.

3. Workspace Setup

Designate a quiet and comfortable workspace in your home. Ensure you have all necessary equipment to perform your duties.

4. Security Protocols

Follow all company data security protocols. Avoid using public Wi-Fi for work-related tasks.

5. Performance Monitoring

Your performance will be monitored based on your deliverables and timely completion of tasks. Please ensure to meet deadlines.

Thank you for your cooperation and dedication during this transition. Should you have any questions, do not hesitate to reach out.

Sincerely,
The Management Team