

Remote Working Expectations for Retail Staff

Dear Team,

As we continue to adapt to our new operational strategies, we would like to clarify our expectations regarding remote work arrangements for retail staff.

Work Hours

Staff members are expected to adhere to their scheduled work hours, reporting for duty as per agreed times. Please remain available during these hours for communication and tasks.

Communication

Regular check-ins through our communication platforms are mandatory. Each team member should provide updates on their progress and any challenges faced.

Productivity

We expect all employees to maintain productivity levels consistent with in-store performance. Utilize available tools to track and report your outputs.

Team Collaboration

Collaboration with fellow team members is crucial. Participate actively in virtual meetings and respect deadlines for team projects.

Support and Resources

If you encounter any issues while working remotely, please reach out to your manager for assistance. Resources are available to ensure you can perform effectively from home.

Thank you for your commitment and flexibility during this transition.

Sincerely,

Your Management Team