# Remote Work Policy

*Brightline Studio · Effective January 1, 2027 · Owner: People Team*

## 1. Purpose

This policy explains how Brightline Studio staff can work from home or another place outside the office. It sets the rules that keep our work, our clients and our data safe.

## 2. Who This Policy Covers

It covers all full-time and part-time employees who have finished their first 60 days. Contractors follow the terms in their own contracts.

## 3. Working Hours

- Remote staff work the same hours as office staff, with core hours from 10:00 to 15:00.
- Staff must be reachable by chat and phone during core hours.
- Time off is booked in the usual way, at least two weeks ahead.

## 4. Equipment

The company gives each remote employee a laptop, a headset and a one-time home office allowance of $300. Equipment stays the property of Brightline Studio and is returned when employment ends.

## 5. Security

1. Use only the company laptop for client work.
2. Connect through the company VPN on any network that is not your own home network.
3. Lock your screen whenever you step away.
4. Report a lost or stolen device to IT within one hour.

## 6. How to Ask for Remote Work

Send a short request to your manager with the days you would like to work remotely. Your manager will reply within five working days. Arrangements are reviewed every six months.

## 7. Questions

Contact the People Team at people@example.com with any questions about this policy.