



Monarchs Work From Home Policy

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Policy Brief & Purpose

We designed our **work from home policy** to make sure that working from home is beneficial to our employees and company.

Scope

This company work from home policy applies to all our employees.

Are employees allowed to work from home?

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy.

Policy Elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- On certain days

Work from home arrangements can be occasional, temporary or permanent.

Reasons that could demand telecommuting include but are not limited to:

- Emergencies
- Medical reasons

Other reasons for working from home depend on employees and managers' judgement.

How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

- Is the employee eligible by nature of their job?
- Are there any cybersecurity and data privacy concerns?
- Do employees have the necessary equipment or software installed at home?
- What are the conditions of employees' home or alternative place of work.

Requesting Work from Home Procedure

When employees ask to work from home, this procedure must be followed:

- Employees file a request through email with HR in advance.
- Their managers must approve their request considering all elements we mentioned above.
- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.