




## Inclusive Remote Work Policy

Building a flexible, accessible workplace where every employee can thrive, contribute their best work, and feel valued—regardless of location or ability.

 **This is a template.** Please adapt the language to your organization needs.

# Our Philosophy: Remote Work as a Tool for Inclusion

## Output Over Hours

We measure success by the quality and impact of your work, not the hours you spend at your desk. Remote work enables us to focus on what truly matters: delivering excellent results and supporting our mission.

This approach recognizes that productivity looks different for everyone and that flexibility drives innovation and engagement.

This policy applies to all employees whose roles can be performed remotely, regardless of location. Eligibility may vary by role, legal requirements, or operational needs, and will be assessed transparently and without discrimination.

Remote work arrangements may be adjusted when essential in-person presence is required for safety, legal, or operational reasons. Any such decisions will be communicated clearly and reviewed regularly.

## Equal Access to Opportunities

Remote work removes barriers that have traditionally excluded talented individuals from full participation in the workplace. Whether you're managing a chronic condition, balancing caregiving responsibilities, or navigating accessibility challenges, you deserve the same opportunities to succeed.

We're committed to ensuring that every employee has the tools, support, and flexibility they need to do their best work.

# Communication Guidelines: Async First



## Write It Down

Asynchronous communication supports neurodivergent team members, those using screen readers, and anyone who needs time to process information thoughtfully.



## Document Decisions

**Golden Rule:** If a decision is made in a meeting, it must be documented in writing within 24 hours and shared with relevant stakeholders.



## Allow Response Time

Give colleagues reasonable time to respond to messages. Not everyone can reply immediately, and that's perfectly acceptable in our culture.



**Why This Matters:** Asynchronous communication creates a more inclusive environment by accommodating different communication styles, processing speeds, and accessibility needs. It also creates a searchable record that benefits everyone.

# Virtual Meeting Etiquette

## Cameras Optional

We respect your privacy, bandwidth limitations, and personal comfort.

Video is **never mandatory**. Some people experience anxiety or fatigue from being on camera, and that's completely valid.

Your voice and contributions matter more than your appearance on screen.

## Captions Required

Enable live captions for **all meetings** using Teams, Zoom, or Google Meet.

This supports colleagues who are deaf or hard of hearing, those in noisy environments, and non-native English speakers.

Meeting organizers are responsible for activating this feature at the start of every call.

## One Mic Rule

Only one person speaks at a time. This ensures clear audio for captions and hearing aids, reduces cognitive overload, and creates space for everyone to contribute.

Use the "raise hand" feature or chat to queue up without interrupting.

# Workspace & Equipment Support

## Creating Your Ideal Workspace

We provide comprehensive support to ensure your remote workspace enables your best work and supports your health and well-being.

- **Ergonomic Furniture Stipend:** Up to \$750 annually for chairs, desks, monitor arms, footrests, and other ergonomic equipment
- **Assistive Technology:** Full coverage for screen readers, braille displays, specialized keyboards, dictation software, and other assistive devices
- **Lighting Solutions:** Support for task lighting, adjustable brightness, and anti-glare solutions to reduce eye strain
- **Noise Management:** Reimbursement for noise-canceling headphones or white noise machines

### Request & Escalation

Employees may request accommodations, tools, or adjustments at any time through HR or the accessibility portal. If a request is delayed or denied, employees may escalate confidentially to People Operations or an appointed accessibility advisor.

# Flexible Schedules & Digital Accessibility

## Flexible Scheduling

We recognize that 9-to-5 doesn't work for everyone. Medical appointments, chronic pain management, caregiving responsibilities, and personal energy patterns vary.

**Core Hours** (10 AM - 3 PM local time) are for collaboration and meetings. Outside these hours, work when you're most productive.

## Accessible Digital Tools


All internal tools—chat platforms, project management software, HR portals—must meet **WCAG 2.2 AA** standards, or the highest applicable accessibility standard required by law.

Encounter an inaccessible tool? Report it to IT immediately through our accessibility portal. We'll find an alternative or work with vendors to fix it.

## Right to Disconnect

Your time outside core hours is yours. There's **no expectation** to respond to messages after hours, on weekends, or during PTO.

Take regular breaks from screens. Your mental health and well-being are priorities, not afterthoughts.

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