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Remote-First Workplace Policy

Building a Workplace Where People Love to Work

1. Our Workplace Philosophy

At Venura Talent Engines, we believe great work happens when people feel trusted, respected, supported, and valued. We aim to create a professional environment where employees can perform at their best without sacrificing their personal lives.

We value results over unnecessary supervision, collaboration over office politics, and mutual respect over hierarchy.

Our workplace is built on five principles:

- **Trust:** We trust employees to manage their responsibilities.
- **Flexibility:** We support a healthy balance between work and personal life.
- **Respect:** Every employee deserves dignity, fairness, and equal opportunity.
- **Growth:** We encourage continuous learning and career development.
- **Ownership:** We take responsibility for our commitments and results.

2. Remote-First Work Culture

Venura Talent Engines operates with a remote-first approach wherever the role permits.

- Employees may work remotely from their approved location.
- There is no requirement to remain online outside scheduled working hours unless an agreed business need or applicable policy requires it.
- Employees are evaluated on the quality of their work, reliability, collaboration, and results—not simply on the number of hours they appear online.
- Managers should avoid unnecessary meetings, repeated status requests, and excessive monitoring.
- Employees should inform their manager when they need to change their approved work location, particularly where security, tax, employment, or client requirements may be affected.

3. Working Hours and Flexibility

- Each employee will receive agreed working hours based on their role, client requirements, and applicable employment laws.

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- Where the role allows, employees may adjust their start and finish times with their manager's agreement.
- Employees should be available during agreed team collaboration hours and attend essential meetings.
- Breaks, meal periods, weekly rest, and overtime will be managed according to applicable law and the employee's employment terms.
- Employees should not be expected to respond to routine messages during their personal time or approved leave.

Our principle: Flexibility comes with accountability, and accountability should not mean being available 24 hours a day.

4. Leave and Personal Well-Being

We recognize that employees have lives, families, responsibilities, and personal commitments outside work.

- Employees may request leave through the designated company process.
- Managers should respond to leave requests promptly and assess them fairly, considering business requirements and applicable law.
- Genuine illness, family emergencies, and personal difficulties should be handled with empathy and confidentiality.
- Employees should not feel pressured to work while genuinely unwell.
- Leave entitlements, public holidays, and statutory benefits will follow applicable law and the employee's employment terms.

We encourage employees to take their entitled leave, rest properly, and return to work refreshed.

5. Communication Without Micromanagement

We believe communication should make work easier, not more stressful.

- Employees should communicate respectfully through approved company channels.
- Managers should provide clear instructions, priorities, deadlines, and feedback.
- Employees should raise blockers early rather than struggle in silence.
- Meetings should have a clear purpose and include only necessary participants.
- Routine updates should be shared through agreed trackers or project tools wherever possible.
- No employee should be humiliated, threatened, or publicly criticized for asking questions or raising genuine concerns.

We encourage direct, professional communication and constructive problem-solving.

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6. Performance and Recognition

Performance will be assessed through role-specific objectives, agreed deliverables, work quality, reliability, teamwork, and professional conduct.

- Expectations and KPIs should be communicated clearly.
- Employees should receive regular, constructive feedback.
- Mistakes should be treated as opportunities to learn, provided there is a genuine effort to improve.
- Outstanding contributions, innovation, initiative, and collaboration should be recognized.
- Performance concerns should be discussed privately, with reasonable guidance and an opportunity to improve.
- Appraisals, promotions, and salary revisions will depend on performance, role requirements, business circumstances, and applicable company policies. They are not automatic entitlements.

7. Career Growth and Learning

We want employees to grow with the company.

Venura Talent Engines encourages skill development, knowledge sharing, mentorship, and opportunities to take on greater responsibility. Employees are encouraged to discuss their career goals with their managers and identify relevant learning opportunities.

Where business needs and budgets permit, the company may support suitable training, professional certifications, and development initiatives.

8. Respect, Inclusion, and Workplace Safety

Every employee has the right to work in an environment free from harassment, discrimination, bullying, intimidation, and retaliation.

- Treat colleagues, clients, candidates, and partners respectfully.
- Respect differences in background, experience, communication style, and perspective.
- Do not engage in harassment, discriminatory conduct, abusive communication, or inappropriate behaviour.
- Report serious concerns through the designated HR or management channel.
- Complaints will be handled as fairly, confidentially, and promptly as reasonably possible.
- Retaliation against anyone who raises a genuine concern or participates in an investigation is prohibited.

The company will follow applicable workplace safety, anti-harassment, and equal-opportunity requirements.

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9. Remote Work Setup and Equipment

Employees are responsible for maintaining a reasonably safe, reliable, and professional working environment.

The company will communicate which equipment, software, and expenses it provides or reimburses, based on the role and approved arrangements.

Employees must take reasonable care of company equipment, protect company property, and promptly report loss, damage, or technical issues.

Reasonable accommodation requests and approved remote-work adjustments will be considered in accordance with applicable law and company procedures.

10. Data Security and Confidentiality

Remote working requires responsible handling of information.

Employees must:

- Use authorized accounts, applications, and devices as required by company policy.
- Protect passwords and enable required security controls.
- Keep employee, client, candidate, financial, and business information confidential.
- Avoid sharing company information through unauthorized personal accounts or public platforms.
- Report suspected data breaches, phishing attempts, or lost devices promptly.
- Follow applicable data-protection requirements and client confidentiality obligations.

Confidential information must remain protected during and after employment, as required by law and applicable agreements.

11. Work-Life Balance and Digital Boundaries

We do not measure commitment by late-night messages, unnecessary overtime, or constant online availability.

Employees should plan their work, communicate capacity concerns, and respect colleagues' agreed working hours and time zones.

Managers should consider workload, deadlines, staffing, and well-being when assigning work. Urgent requests outside normal hours should be limited to genuine business needs and handled in accordance with applicable law and employment terms.

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12. Accountability and Professional Conduct

Remote work is based on mutual trust. Employees are expected to complete assigned responsibilities, communicate honestly, protect company interests, and avoid conflicts of interest.

Outside employment or freelance work must be disclosed and approved where required by company policy, employment terms, or applicable law. It must not interfere with duties, misuse company resources, compromise confidentiality, or create an unmanaged conflict of interest.

Falsifying records, misrepresenting work, unauthorized disclosure of information, or deliberate misuse of company assets may result in appropriate disciplinary action following a fair process.

13. Employee Feedback and Open Communication

We want employees to feel comfortable sharing ideas, suggestions, and concerns.

Employees may approach HR or the designated management representative regarding workplace issues, workload, unfair treatment, development opportunities, or policy improvements.

Concerns will be reviewed fairly, with appropriate confidentiality and protection against retaliation. We encourage early conversations so issues can be resolved constructively.

14. Policy Review and Implementation

This policy applies to eligible remote employees of Venura Talent Engines, subject to their employment terms, role requirements, and applicable local laws.

The company may update this policy as business needs evolve, communicating material changes to employees. Where this policy conflicts with applicable law or contractual rights, the applicable law or enforceable contractual provision will take precedence.

Our Commitment

At Venura Talent Engines, we want people to feel proud of where they work, confident about their future, and respected for the value they bring.

We aim to build a company where people can do meaningful work, grow professionally, maintain a healthy personal life, and succeed together.

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Venura Talent Engines — Building Teams. Enabling Growth.



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