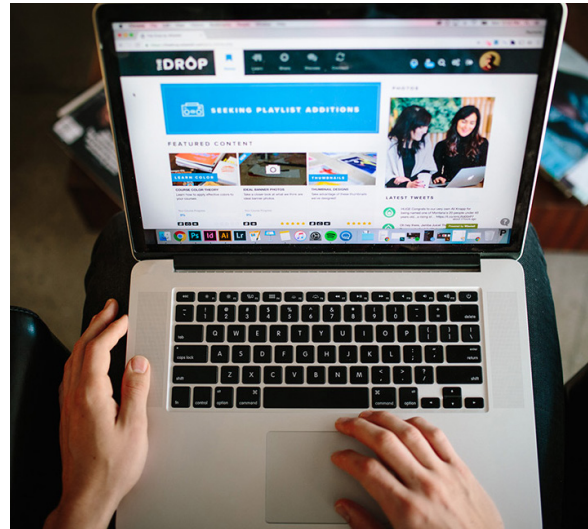


W I S E T A I L ' S

Work From Home Policy



Your work time will be normal and uninterrupted. You'll be available for all normal meetings and during business hours. You're committed to being available via Slack/email/phone during our standard operating hours. And you're expected to be actively engaged in all meetings!

EXPECTATIONS

Get Work Done

Getting our work done matters — not only for us as individuals, but for our whole team. Stick to deadlines and honor timelines to ensure that things run smoothly and we're not leaving our teams hanging. Our ability to move forward as a company depends on our ability to stay focused and work toward our goals in a productive manner.

Be Available

When we're working from home, it's our individual responsibility to be connected. This means active on Slack, responsive to emails, with any gaps in availability accounted for on either a Slack status or Google Calendar event. The ownership is ours to make sure we have access to reliable internet and can be available for regular work-related activities. Scheduled meetings? Make sure to arrange call details beforehand.



Over-communicate

Nothing goes without saying. Communicate and over-communicate everything. When you start your day, say hello in our #hello-goodbye channel. When you end your day, say goodbye in our #hello-goodbye channel. Step out to take your dog for a quick walk — let us know! Context is super important when we can't all be together. Please go the extra mile to provide extra context and the “why” for things that show up — meetings, documents, priorities, etc. Include decisions and conversations that are relevant to everyone/anyone else shared in Slack channel.

AND WE ASK THAT YOU...

- Communicate your whereabouts to the team
- Say hello and goodbye in #hello-goodbye channel
- Set your Slack status to “Working Remotely”
- Forward to your phone (when applicable)
- Add RingCentral details to all scheduled meetings
- Join all meetings with video and voice
- If you have a stand-up posted in Slack
- Be engaged and participate in meetings
- All meeting attendance is mandatory

