

Memo

To: All Employees

From: Chloe Sedin, Mid-Level Manager

Date: March 3, 2025

Subject: Updated Remote Work Policy

Introduction

Summit Industries is launching its remote working policy on account of the limitations in keeping expenses on resources while also converging with the productivity of the organization for any area of business. Starting next month, employees working remotely must spend at least one day a week working from their residence, unless broader management decides otherwise. This aligns with the long-term business goals of the organization and boosts collaboration when presenting ideas.

Reasoned Changes

Putting two and two together, the general prescription by literature is office space equals better productivity levels, a stronger spirit of teamwork, and consequently increased chances for innovation. An economist Prithwiraj Choudhury stated in the Harvard Business Review, "Face-to-face interaction is key to disseminating and receiving knowledge through mentoring, improving performance, and behavioral engagement." Hence, here goes the same logic of on-site work, where the flow of ideas and detection of problem-solving peaks in tandem with the overall reinforcement of company culture.

Response to Employees Concerns

While we understand that this may present a daunting issue for some employees more accustomed to working remotely, we have made this decision after weighing the operational requirement of this mode of working against current market trends. Managers will work closely with their employees on the scheduled in-office days while HR will handle exceptions on a per-case basis.

Next Steps

Employees should coordinate with their supervisors to agree upon a specific day of the week in which they will be working from home. Requests for exceptions should be submitted to the Human Resources Department, no later than March 10. Further information regarding workspace, as well as collaboration tools, will also be communicated.

Your understanding and collaboration with Summit Industries have been taken into consideration. Please contact your manager or HR if you have any further inquiries.

Work Cited

Choudhury, Prithwiraj. "Our Work-from-Anywhere Future." *Harvard Business Review*, Nov. 2020, www.hbr.org/.