

Global Remote Working Policy



Version number	2.0
Last Approved	Jan 23, 2026
Classification	PUBLIC

Overview

The purpose of this policy is to define the global and consistent remote working options available and include guidelines, expectations and any associated required approvals.

Applicability

The applicability of this statement falls under purview of the [Global Policy Applicability Statement](#).

Scope

This policy applies to all Company employees and contractors.

Global Remote Working Policy

Remote working is built on trust, professionalism, and clear communication.

All employees whose roles allow it, have the ability to work remotely. For colleagues who have duties that are contractually required to be performed from an office location remote working may not be possible where these roles are unable to be performed in a remote location.

Further guidance from the People Team around remote working can be found via the [How We Work Remotely](#) document.

Expectations

Employees that work remotely are expected to abide by the following principles:

- Flexibility:** We encourage flexibility in working hours and location, provided it does not compromise the quality or timeliness of work. Informal or short-term changes (such as working hours or meeting availability) should be communicated clearly and respectfully.
- Location:** If you plan to work from a location other than your usual home office for more than two days, please discuss with your manager.
- Time Off:** It's important that you take time-off to strike a healthy balance. Please make sure all time off is booked and approved in advance through the usual holiday booking process.

4. **Deliver Results:** Be accountable for your deliverables, communication, and time management. Maintain productivity during agreed working times and give advance notice for any unavailability.
5. **Communicate Effectively:** Be responsive during agreed working hours, communicate respectfully and inclusively, and engage proactively with your team. Use video during meetings (please explain if you're unable to), and keep your contact details up to date so that your manager and colleagues know how to get hold of you in an urgent situation.
6. **Work Environment:** Choose appropriate locations for work, avoiding confidential discussions in public spaces.
7. **Dress Appropriately:** Make sure you are business presentable. This will vary between businesses, so make your own judgement as a professional, especially when meeting clients or prospects online.
8. **Collaboration:** Use only approved tools (e.g., Microsoft Teams, Google Workspace) on approved devices for work communication. Maintain regular check-ins and contribute actively to team discussions.
9. **Confidentiality and Compliance:** All obligations in your Employment Agreement and Company policies remain in effect, including privacy, data protection, and compliance with organisational policies.
10. **Exclusive Focus:** Your role at LTG should be your professional focus unless otherwise agreed in your employment contract.
11. **Trust and Support:** We trust our teams to manage their time and responsibilities effectively. If challenges arise—such as underperformance or unresponsiveness—these will be addressed supportively and in line with our usual performance processes

Information Security

To reduce the risk of Information Security risks when working remotely, you must only use equipment provided to you by the Company. Please see the [Bring Your Own Device \(BYOD\) Policy](#) for more details

Whether working remotely or in one of our office locations the same Information Security procedures will apply.

Health & Safety

Colleagues must maintain their workspace and equipment in a safe manner, free from safety hazards. Injuries sustained by the colleague in a remote working location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy.

All colleagues are responsible for notifying the organisation and their Line Manager of any injuries as soon as practicable. The Company will not be responsible for any injuries to the colleague or any third parties outside of the designated workspace or during the employee's non-working time.

Relocation

The Company acknowledges that some people may want or need to relocate during their employment with us and is open to exploring a potential relocation where it may be viable for all parties. However, at the sole discretion of the Company, the needs of the business may supersede the request for relocation.

A colleague should speak with the People Team for further guidance and clarification if planning any relocation.

Considerations:

1. Colleagues requesting relocation are required to discuss and seek advice and authorization from your local HR department prior to any move;
2. Obtain approval from your line manager and senior most leader of the division prior to the relocation itself;
3. Permanent international moves may only take place between locations with established legal entities of their respective company
4. US colleagues requesting to move permanently between US States may only do so where there is local payroll tax registration;
5. Colleagues will remain responsible for all moving costs and visa or work permit cost;
6. Salary will be benchmarked to local market if colleagues move to lower cost/salary locations; and
7. Colleagues moving to higher cost locations will not be automatically benchmarked to the local market, but cost-analysis should take place involving both the business and HR prior to any relocation.

Terms & Conditions

Any terms on which it is agreed that you may work remotely will include the following:

1. With notice, the colleague agrees to attend the office or other reasonable location for meetings, training that needs to be attended in person or other events which the Company expects you to attend.
2. The Company will not be responsible for utilities costs but will provide required IT equipment to perform their role as agreed per their initial offer.

Document control

 This policy is only controlled in its live, digital format. Any other format or export of this policy is an uncontrolled version of this document

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Required Approver(s) and Approval Date	Art Machado - VP Information Security	Jan 23, 2026
Review cycle	ANNUAL	
Next review date	Jan 22, 2027	

Version History

Date	Author(s)	Version	Changes
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Jan 23, 2026	Paul Gordon	2.0	Policy update to reflect changes in remote working stemming from the 'How We Work Remotely' guidance from the People team
May 6, 2025	Art Machado, Paul Gordon	1.2	Annual review, minor wording and formatting updates for clarity and consistency. No material updates to the policy content provided by HR
Nov 1, 2024	Angelina Kilmer	1.1	Changed Policy classification from Confidential to Public
Jan 31, 2024	Paul Gordon, Heather Wood	1.0	Original; Converted to Global Policy Register