CONTOSO · COPENHAGEN OFFICE · HUMAN RESOURCES

Remote work policy

In force since 1 March 2026 · Replaces all previous versions

This policy is the only one in force. Any earlier version is repealed.

How many days?

Employees can work remotely up to two days per week, with their manager's approval. Tuesday is a common on-site day at the office for all teams.

During the probation period

Remote work is possible from the first month, one day per week, then two days after the end of the probation period.

Allowance and equipment

Flat remote work allowance: 30 euros per month, paid with your salary.

An extra screen and a headset can be ordered through the "IT Help" portal.

How to request it?

Enter your remote work days in the "My HR space" app. Your manager approves within 5 working days.

Contoso is a fictitious company used for Microsoft demonstrations. Demonstration document.