



POLICY FRAMEWORK GUIDE

Policy Engine Configuration Framework

Governance policies, jurisdiction rule sets, and a compliance configuration guide for enterprise deployment — how to define, approve, version, and enforce policy across your workforce.

Governance policies

Jurisdiction rule sets

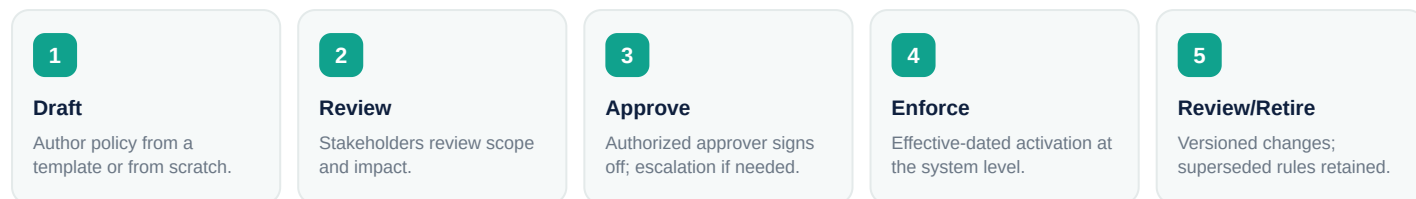
Effective-dated versions

Enterprise deployment

POLICY LIFECYCLE

How policy is defined, approved, and enforced

The ZoikoTime Policy Engine turns written governance into enforced, evidenced behavior. Policies move through a controlled lifecycle with named owners, approvals, and effective dating so every enforced rule is attributable and reversible.



Governance policies & roles

ROLE	CAN	CANNOT
Policy Author	Draft and propose policies	Activate without approval
Approver	Approve, reject, set effective date	Edit evidence records
Administrator	Configure roles & jurisdictions	Alter append-only logs
Auditor	Read policies, versions & evidence	Change configuration

Jurisdiction-aware configuration

Rule sets adapt enforcement to local requirements while preserving a single, consistent evidence model.

RULE SET	TYPICAL PARAMETERS
FLSA (US)	Overtime thresholds, break tracking, workweek definitions.
EU WTD	Maximum weekly hours, rest periods, night-work limits.
GDPR	Lawful basis, retention limits, data-subject request handling.
Custom	No-code rule builder for organization-specific policy.

Configuration example

```
{
  "policy_id": "remote-session-uk",
  "version": "3.2",
  "effective_date": "2026-04-01",
  "jurisdiction": "UK",
  "rules": {
    "max_weekly_hours": 48,
    "min_rest_hours": 11,
    "screenshots": "optional_redacted"
  },
  "decision_authority": "human_required",
  "owner": "Workforce Governance"
}
```

Enterprise deployment checklist

- Map organizational roles to policy-engine roles and approval paths.
- Select jurisdiction rule sets per operating region; set effective dates.
- Confirm screenshot/redaction settings align to your privacy posture.
- Validate evidence export formats (PDF/A + JSON) with audit stakeholders.
- Establish review cadence for versioning and retirement of policies.

Boundaries. The Policy Engine enforces configured rules and produces evidence; it does not determine misconduct, pay, or discipline. Consequential decisions require an authorized human. Configuration examples are illustrative.

About this document. Prepared by ZoikoTime for procurement, security, and legal review. It describes product architecture and governed capabilities as of the version date and is provided for evaluation purposes. Framework alignment reflects ZoikoTime's control implementation; full third-party reports, certificates, and customer-specific evidence are provided through a governed access process under NDA. ZoikoTime classifies time deterministically; AI assists only bounded tasks and never decides whether work occurred. Consequential decisions remain with authorized humans. ZoikoTime does not collect screenshots content beyond user-configured, redaction-controlled capture, and never collects keystroke content, URL history, application-name monitoring, or clipboard data. Evidence records are traceable and append-only; this document makes no universal legal-admissibility claim. © 2026 ZoikoTime. All rights reserved.