

## **Employee Remote Work Policy**

(COMPANY NAME) is committed to providing policies and provisions designed to help employees balance their work, personal and family responsibilities. In keeping with our goal of being a flexible workplace this policy will assist in meeting both business and sustainable development objectives while satisfying the growing needs of employees to improve their overall quality of life.

Employees allowed to work remotely from home, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook. In addition to their existing obligations and responsibilities employees working from home must agree to the following:

1. Maintain a regular work schedule. The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or pay period will not change as a result of working remotely. We advise:
  - a. Choose a quiet and distraction-free working space
  - b. Have an internet connection that's adequate to do your job
  - c. Dedicate your full attention to your job duties during working hours
  - d. Ensure your schedule overlaps with those of your team members for as long as is necessary to complete your job duties effectively

2. Be available by phone and email during core hours. Participants will be available to attend staff meetings, and other meetings deemed necessary by management.

3. Comply with all of the safety regulations that apply in the office. That means having a safe work environment free of clutter, exposed wiring, slippery surfaces, etc.

The company assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

4. Understand that the policies and procedures of the company remain in full force and effect while working offsite.
5. Be responsible for all company equipment used off-site. The company will provide specific tools and equipment for the employee to perform his/her current duties. This may include laptops, computer hardware, computer software, cell phone, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.
6. Maintain company materials in a safe and secure work area. Any confidential materials, trade secrets, proprietary information should not be made accessible to others. Specifically, employees must:
  - a. Keep your equipment password protected
  - b. Store equipment in a safe and clean space when not in use
  - c. Follow all data encryption, protection standards and settings
  - d. Refrain from downloading suspicious, unauthorized or illegal software

7. Expense supplies needed to do your job that cannot be acquired from the company office. Out-of-pocket expenses over \$40 need advance supervisor approval.
8. Remember you are a representative of (COMPANY NAME) no matter where you are. Please use your best judgement at all times.