

WORK FROM HOME (REMOTE) POLICY

1. PURPOSE AND SCOPE. This Work from Home Policy ("Policy") establishes the guidelines and expectations that apply to employees of _____ (the "Company") who are approved to perform some or all of their job duties from a home or other remote location ("Remote Work"). This Policy applies to _____. This Policy supplements, and does not replace, the Company's other policies, employee handbook, and any applicable employment agreement, all of which continue to apply to employees performing Remote Work.

2. ELIGIBILITY AND APPROVAL. Remote Work is not a Company-wide entitlement. Eligibility depends on the nature of the employee's role, business needs, and satisfactory job performance, and all Remote Work arrangements require advance written approval from the employee's supervisor and Human Resources. The Company retains sole discretion to approve, deny, modify, or revoke any Remote Work arrangement at any time.

The approved arrangement for a Remote Work employee is: *(check one)*

- ☐ - **Full-time Remote** – the employee performs all job duties from a remote location on every scheduled workday.
- ☐ - **Hybrid** – the employee performs job duties from a remote location on _____ scheduled day(s) per week, and reports to the Company's worksite on the remaining scheduled days.
- ☐ - **Occasional/As-Needed** – the employee may perform job duties from a remote location on an occasional basis, with the supervisor's approval required for each instance.

3. WORK HOURS, AVAILABILITY, AND COMMUNICATION. Unless otherwise agreed in writing with the employee's supervisor, an employee performing Remote Work shall maintain the same work schedule, and remain reachable and responsive during that schedule, as if reporting to the Company's worksite.

The employee's scheduled work hours shall be: *(check one)*

- ☐ - 9:00 AM to 5:00 PM, Monday through Friday.
- ☐ - _____ to _____, _____.

Employees performing Remote Work must remain available by phone, e-mail, and any Company-designated messaging or video platform during scheduled hours, attend virtual meetings as requested, and respond to communications from supervisors, colleagues, and clients within a reasonable time. Non-exempt employees must record all hours worked, including overtime, in accordance with the Company's timekeeping policy and must not perform unrecorded off-the-clock work.

4. HOME WORKSPACE AND EQUIPMENT. Each employee performing Remote Work is responsible for maintaining a workspace that is quiet, professional, and free from distraction, and that allows the employee to perform their job duties safely and effectively. The Company may, in its discretion, provide equipment for use in connection with Remote Work, including:

- a.) Laptop or desktop computer
- b.) Monitor(s), keyboard, and mouse
- c.) _____

Any equipment, software, access credentials, and materials furnished by the Company remain the sole property of the Company at all times, must be used only for Company business, and must be returned to the Company promptly upon request or upon separation of employment. The employee agrees to reimburse the Company for the repair or replacement cost of any Company equipment lost, stolen, or damaged due to the employee's negligence.

5. DATA SECURITY AND CONFIDENTIALITY. Employees performing Remote Work must comply at all times with the Company's data security, confidentiality, acceptable use, and information technology policies. Without limiting the foregoing, an employee performing Remote Work must:

- a. Access Company systems, e-mail, and data only through Company-approved devices and secured, password-protected networks, and use a virtual private network (VPN) or other Company-approved secure connection where required;
- b. Safeguard the confidentiality of all Company, client, and employee information and take reasonable precautions against unauthorized access, including locking devices when unattended;
- c. Not permit any family member, household member, or other third party to use or access Company equipment, systems, or data; and
- d. Promptly report any lost or stolen equipment, or any suspected security incident, breach or unauthorized access, to the Company's IT department or designated contact.

6. HEALTH, SAFETY, AND EXPENSES. An employee performing Remote Work is responsible for maintaining a home workspace that is safe and free of hazards. An injury sustained while performing assigned job duties within the designated remote workspace during scheduled work hours may be covered under the Company's workers' compensation insurance to the same extent as an injury sustained at the Company's

worksite, subject to the terms of that coverage and applicable law. The employee must report any work-related injury to their supervisor immediately.

Reimbursement of expenses reasonably and necessarily incurred in connection with Remote Work, such as internet service or telephone charges, is addressed as follows: *(check one)*

☐ - The Company will not reimburse any expenses incurred in connection with Remote Work.

☐ - The Company will reimburse up to \$_____ per month for approved expenses upon submission of documentation.

7. ACKNOWLEDGMENT. I, _____ ("Employee"), acknowledge that on _____, I received a copy of _____'s Work from Home (Remote) Policy, and that I have read it, understand it, and agree to comply with it. I understand that _____ retains the maximum discretion permitted by applicable law to interpret, administer, change, modify or revoke this Policy, including the right to terminate an approved Remote Work arrangement and require the employee to return to the Company's worksite, at any time with or without notice.

Employee's Signature: _____

Date: _____

Print Name: _____