

Remote Work Policy Summary

1. This policy applies to employees approved for remote work, typically from home. All remote locations require company approval and must adhere to client data privacy and confidentiality standards as in the office.
2. Remote work is discretionary and voluntary. It is not guaranteed to all employees and can be terminated by either party, with notice. The company bears no responsibility for costs arising from termination.
3. Remote work does not affect salary, job duties, or benefits, which remain as if the employee was in-office.
4. Work hours, including overtime and vacation, remain unchanged, and overtime needs prior approval. Daily work schedules and core hours are negotiated with the manager.
5. The company may provide necessary equipment for remote work, which remains its property and is to be used solely for company assignments. Insurance and maintenance of company equipment is the company's responsibility.
6. The employee is required to use company-provided computers/laptops for work and cannot use personal ones. However, personal peripherals can be used at the employee's discretion, though the company isn't responsible for their maintenance or damage.
7. The remote workspace must be designated, maintained safely, and pre-approved by the company. Employees must submit workspace photos before starting remote work.
8. Company materials should be kept securely in the workspace and not shared with others. The company has the right to visit the workspace (with prior notice) for safety checks, maintenance, or retrieval of its property.
9. Office supplies will be provided. Any other expense needs prior approval for reimbursement.
10. The company will handle work-related injuries per state Workers Compensation laws. The employee is liable for third-party or family injuries at their premises and must indemnify the company against related claims unless due to the company's gross negligence or willful misconduct.
11. Remote work isn't a substitute for dependent care; core work hours can't be used for this purpose.
12. Tax implications of home offices are the employee's responsibility. The company offers no tax guidance or liabilities.
13. Remote workers must cooperate in all program evaluations and abide by all company rules. Non-compliance may lead to disqualification from remote work.