

WORK FROM HOME POLICY

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This Work from Home Policy ("Policy") serves as a guide to assist all remote/telework employees understand the regulations and expectations for teleworking at [Organization Name] ("Company"). Teleworking, generally, is the concept of working from home or another designated remote location on a full or part-time basis. Company has the right to refuse to make teleworking available to an employee and to terminate any teleworking agreement at any time without notice, and for whatever reason. Employees are not required to telework, and employees can refuse the option to telework.

Eligibility

An employee who is eligible to telework will be selected by Company based on the suitability of his or her job duties to the telework environment and likelihood of success at being a teleworker. All employees, prior to commencing telework, must review and sign a Telework Agreement.

Compensation, Hours, and Policies

An employee's compensation, benefits, and work status will not change solely due to teleworking. Any temporary modifications to an employee's job duties and responsibilities that are required due to the telework environment will be documented on the employee's Telework Agreement. The amount of time an employee works per day or pay period will also not change solely due to teleworking. An employee's schedule while teleworking will be specified in his or her Telework Agreement and may be modified with consent of his or her manager or supervisor.

Even though an employee is teleworking, all policies outlined in Company Employee Handbook still apply where applicable. Employees must track and record their hours worked in the same manner as required in the Company Employee Handbook. Break and rest periods must still be taken as required by law and/or Company policy. Requests to work overtime or to use sick leave, vacation, or other leave must be approved by the employee's manager or supervisor in the same manner as required in the Company Employee Handbook.

Availability

While teleworking, employees must generally be available and accessible during designated work hours. Unless otherwise specified in their Telework Agreement, employees must be able to communicate via phone or email during designated work hours, at a minimum. **[Company will reimburse employees for data communication charges related to teleworking.]**

Teleworking is not a substitute for caring for an employee's dependent(s). When teleworking, the employee is still expected to be actually working during designated work hours, except

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during designated break and rest periods. Any requests to modify an employee's work schedule while teleworking must be approved by the employee's manager or supervisor.

Equipment and Services

Employees may use Company equipment at the telework location with approval of the Company. All equipment and supplies, including computer hardware and software, furnished by the Company is property of the Company. The equipment provided by Company to the employee will be job-specific, and may include computer hardware and software, computer accessories, phone, and other applicable equipment deemed necessary for the employee's job duties. Specific equipment that will be provided to an employee will be identified in that employee's Telework Agreement. Arrangements for delivery and, where necessary, pick up of the equipment will be arranged between the employee and Company, and will be identified in the employee's Telework Agreement.

The employee shall exercise reasonable care in maintaining and protecting Company equipment against damage, and exercise reasonable judgment to protect the Company equipment from unauthorized or accidental use. Company equipment is limited to use by the employee to whom the equipment was assigned and can only be used for Company business purposes. Company-owned equipment will be serviced and maintained by the Company. The employee will be responsible for maintenance and repair of his or her personal equipment should any be used while teleworking.

Should the employee's Telework Agreement be terminated, or upon Company's request, all Company-issued equipment must be returned to Company within five (5) business days of the request.

An employee who is teleworking will not use his or her personal vehicle for Company business unless otherwise authorized by his or her supervisor or manager. Any such use of a personal vehicle will be governed by the policies in the Company Employee Handbook.

Unless otherwise agreed to by Company and employee, supply of lighting, internet, electrical service, and appropriate surrounding physical conditions are the employee's responsibility. The Employee is responsible for providing furniture at the remote work location. Company is not responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities, internet) associated with the remote worksite unless agreed to in writing by employee and Company.

Additional Supplies

Generally, office supplies will be provided by the Company as needed by the teleworking employee. An employee must submit a written request if he or she requires additional equipment in the performance of his or her duties. Out-of-pocket expenses for supplies will only be reimbursed if the employee receives prior written approval from the employee's supervisor or manager. If prior approval is obtained, an employee will be reimbursed based on the policies outlined in the Company Employee Handbook.

Workspace and Safety

The employee must designate a workspace for teleworking on his or her Telework Agreement. The employee is expected to exercise reasonable care and judgment in the operation and

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maintenance of the workspace and its immediate surroundings to ensure an ergonomically sound and safe work environment that is free from hazards and other dangers. The Company has a right to inspect, either physically or electronically, the designated workspace (with 48 hours advance notice) to ensure that the workspace is safe and free from hazard, and to inspect, repair, maintain, or retrieve any Company equipment or materials.

The employee must promptly report any injuries sustained during designated work hours at the remote work location to his or her manager or supervisor, in accordance with policies at outlined in the Company's Employee Handbook.

Equipment and Information Security

Even while teleworking, the employee must strictly adhere to all Company data privacy, security, and confidentiality policies. Employee will take all precautions necessary to secure Company's confidential and proprietary information and materials, and prevent any unauthorized access to any Company equipment or systems from their remote location. The employee must report to the Company any unauthorized access or use, or suspected unauthorized access or use, at the earliest reasonable opportunity. Any loss, damage, or destruction of Company equipment or materials should be reported to Company at the earliest reasonable opportunity.

Work completed at remote location is considered official business and release or destruction of any information should be handled according to procedures outlined in Company's Employee Handbook. All equipment, records, and materials provided by the Company shall remain the Company's property.

Worker's Compensation

During work hours and while performing work-related duties in the designated workspace, telecommuting employees are covered by worker's compensation. The employee must report any work-related injury to his or her supervisor at the earliest reasonable opportunity.

Liability

The Company assumes no liability for injuries to the employee in the employee's designated workspace that are outside of the employee's agreed-upon work hours. The Company also assumes no liability for loss, destruction, or injury that may occur in the employee's residence and/or designated workspace, including injury to family members, visitors, pets, or any of employee's or third-parties' personal and/or real property.

Taxes

The employee is responsible for any tax consequences, if any, that arise from teleworking. The Company will not provide any tax guidance to the employee, and the employee is encouraged to seek advice from a tax professional to discuss any related tax implications.

Terms of Policy

This Policy may be suspended or terminated at any time for any reasons as the discretion of the Company.

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Employee Acknowledgement

By signing below, the employee acknowledges that the employee has read and understood this Policy, and that the employee has been provided a copy of this Policy.

Employee Signature: _____

Employee's Name (print): _____ Date: _____