

## Company Work from Home Policy for Covid-19

In certain extenuating circumstances, due to Covid-19, an employee may be allowed to work from home, with prior written approval from The Company President. If an Employee is granted work from home status, this will be a **temporary arrangement**, and should not be construed as an approval for a permanent arrangement. As to whether an employee may be granted work from home privileges will fall under the recently passed Act and also taking into account considerations such the following (this is not an exhaustive list):

- Does the employee need to interact with clients in order to complete their job?
- Does the employee need to have access to other employees within the company to complete their job or so that others within the offices can complete their jobs?
- **Does the employee need to have access to information held at The Company location to complete their job or for other employees to complete their job or for The Company to continue with workflow**
- Is the employee privy to private information and data that, if accessed outside the office, could jeopardize The Company's business or clients?
- Is the employee's home/work environment distracting?
- Will having the employee work remotely jeopardize our team's success or make it difficult to communicate, collaborate or accomplish our objectives?
- Does the employee need additional software or resources to complete their tasks outside of the office? If so, what are the associated costs?

The following parameters apply for employees working from home:

- The work hours will remain the same, as if the employee were working at the office/on site (730-430);
- The employee's job responsibilities remain the same, as if the employee was working at the office/ on site;
- Data must be sent, received and stored securely;
- All expenses for work must be approved, in writing, PRIOR to incurring an expense;
- The phone number from which you will be communicating from for work purposes must be provided to the office within the first business day of working from home;
- Employees are expected to remain available and accessible, online during working hours
- Employees are expected to respond to communications and requests in the same time frame and manner as they would as if they were working at the office/on site;
- Employees are expected to get set up with the proper technology access so that they are able to work from home (hardware and software);

- If any Employee is having technology issues, the Employee must notify The Company President immediately, either in writing or via phone call;
- Employees may not work over public wifi or in public spaces, which has the potential for data breach;
- Employee must ensure their home wifi network is secure and password protected, in order to help avoid a data breach;
- Employees will be expected to ensure the protection of proprietary Company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- Employees working from home are expected to have a daily phone communication with their direct supervisor at the start and end of the work day;
- Employees working from home must turn in a weekly task log. This log must be emailed to their direct supervisor by 5pm each Friday. See Appendix A.
- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Company will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

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Employee / Date

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Employer/ Date

## Tips For Working From Home

- Confine your workspace to a specific area in your home, so your job doesn't intrude on your home and your home doesn't intrude on your job. Have a designated "workspace", rather than sitting in front of the TV answering email, etc. If you don't have a separate room, find an area with minimal traffic flow or a corner of the room off the main area.
- Set boundaries for your workspace as off limits from housemates.
- Stick to your regular work schedule.
- Go to the same designated work areas regularly, so it becomes routine and your mind doesn't wander.
- If possible, use noise canceling headphones or ear buds to block excess noise.
- Complete your personal activities outside of work hours, as you normally would.
- Discourage personal intrusions during your work hours.
- Keep in communication with your office.