

# Emergency Telecommuting Policy

During this time of uncertainty, the Company will be implementing an Emergency Telecommuting Policy. Telecommuting provides employees with an opportunity to work from an alternative site, such as home, instead of in the primary location of the Company.

Telecommuting does not change the conditions of your employment or the requirement to comply with all Company policies, rules, and procedures.

**Who is eligible to telecommute?** The Company retains the right, at its sole discretion, to designate which job positions are appropriate for telecommuting. Telecommuting must be preapproved by the employee's supervisor. Telecommuting is a privilege and may not be appropriate for all employees.

**Duration of telecommuting status:** Due to the uncertainty of the situation, your approval to telecommute may be revoked earlier or may be extended longer. Much depends on changing conditions in our area. The Company expects all telecommuting employees to remain flexible to such changes in their status. Please regularly consult your supervisor for start and end dates for your telecommuting status. The Company reserves the right to revoke your approval to telecommute at any time.

**Telecommuting Workplace:** The Telecommuter is solely responsible for ensuring the safety of his or her alternative workplace. Your alternative workplace should have adequate lighting and ventilation. Be sure any hazards are remediated and that any seating and/or work surface is appropriately situated and ergonomically positioned. The Company will NOT be responsible for costs associated with the setup or maintenance of your alternative workplace, including the costs of utilities, phone, or internet services. The Company may provide or reimburse for certain office supplies, but only as pre-approved or supplied by your supervisor.

Because the Company is legally obligated to provide its employees with a safe work environment, the Company reserves the right to periodically inspect the Telecommuter's alternative workplace. The Company will provide advanced notice before doing any such inspection.

Telecommuters are required to immediately report any injuries that occur while working. The employee shall be liable for any injuries that occur to third parties at or around his or her alternative workplace.

**Telecommuting Security:** Telecommuting employees are expected to keep all Company equipment, software, and data secure while working at an alternative workplace. Company property should be safely secured when not in use to prevent theft or abuse by others. Company equipment, software, and services should only be used for Company purposes, unless you have prior approval for personal use. Company equipment should never be used by non-employees.

Do not use unsecure public networks for Company communications or data transfers. Make sure your network connection is secure to protect Company information and/or customer information.

**Hours of Work:** Unless otherwise approved by your supervisor, hours and days of work will not change. Employees agree to apply themselves during work hours. Telecommuting is not intended as a substitute for child care or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Non-exempt telecommuting employees, because they are eligible for overtime, will be required to accurately record all hours worked using the Company's assigned time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of your supervisor. Failure to comply with this requirement may result in disciplinary action and possible revoking of your telecommuting status.

**Attendance at Meetings:** Telecommuters are expected to attend all required meetings. Your supervisor will inform you of such meetings and the method for attending- whether in-person or remotely.

# Emergency Telecommuting Policy Acknowledgment

Please read the following statements and sign below to indicate your receipt and acknowledgment of this policy.

I have received and read a copy of the Company's Emergency Telecommuting Policy. I understand that the policies, rules and benefits described in this policy are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is "at-will" and nothing in this policy is offering any promise of continued employment or telecommuting privilege.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Company's Emergency Telecommuting Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_