

## **Objective**

Companion Protect understands the flexibility of a Remote Work program allows our employees flexibility and many other benefits. We have designed a work from home policy to make sure that working from home is beneficial to our employees and ensuring business continuity. Remote Work allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. Companion Protect considers remote work to be a viable, flexible work option when both the employee and their job are suited to such an arrangement. Remote Work is up to managers' discretion, and any escalations are handled through the Human Resources Department. Working from Home in no way changes the terms and conditions of employment with Companion Protect.

## **Policy Elements**

### **Rules and other company policies**

While working remotely, employees must adhere to all the conditions in the Employee Handbook. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location. You must have a suitable home office space, meaning you must have a designated desk to work.

Disciplinary actions will follow policy transgressions of any kind.

### **Work expectations.**

Employees must follow the work schedules provided to them, be sure to meet deadlines, uphold high-quality standards, and you must be available via phone and or Zoom video throughout the workday. And while some flexibility is allowed, the employee must agree to work set hours as much as possible, five days a week.

Tools will be made available to employees to manage time and tasks, communicate with co-workers, logging and tracking projects, and accessing resources.

Your performance will be measured weekly, focusing on the same metrics that apply to work done in the office.

### **Communication.**

Employees are to be online and accessible for 8 hours, Monday to Friday. They are expected to check in with their managers or team at least once a day. Any correspondence from a co-worker or client must be answered as quickly as possible.

Tools have been provided for communicating with team members and collaborating on projects. Meetings will be scheduled for at least once a week. Times are to be discussed and agreed upon between the employee and manager.

### **Insurance and liability.**

Employees working remotely will still receive full company benefits, including health insurance and worker's compensation.

Employees are advised to choose a safe and secure location to work from and maintain high safety levels. The company is liable for injuries suffered in the pre-defined workspace during work hours only.

The company's chosen insurer covers only Equipment owned by the company and on loan to the employee. All other Equipment is to be covered by the employee's insurance provider.

### **Compensation.**

No changes will be made to an employee's salary if said employee works from home, full time. Wages will increase according to company policy and successful performance reviews. Employees working remotely remain eligible for promotion and skills development programs.

### **Additional Details**

If the employee works remotely 100% of the time, occasional trips to the Companion Protect office for company or department meetings, special projects, peak-time work, etc. at the manager's discretion. Each situation of 100% remote work may be very different. The manager and the employee should reach an agreement about the work plan, access protocols, and need for onsite visits and any reimbursement that may be appropriate.

### **Eligibility**

An employee may be eligible to work remotely if their duties can be met through basic hardware and software. They have proven to be trustworthy, disciplined, and self-motivated. They have permission from the company and their manager. For employees that are in the Kansas City area, managers can end work from home privileges long term or weekly

### **Equipment**

On a case-by-case basis, Companion Protect will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each work from home arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. If deemed appropriate by the organization, Equipment provided by the employee will be maintained by the employee. Companion Protect accepts no responsibility for damage or repairs to employee-owned Equipment. Companion Protect reserves the right to make determinations as to appropriate Equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. Upon employment termination, all company property will be returned to the company unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. Companion Protect will not be responsible for costs associated with the employee's home office setup, such as remodeling, furniture or lighting, or for repairs or modifications to the home office space.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to protect all 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 cannot print any materials from Home. All customer data should be held at the highest level of confidentiality

### **Time Worked**

Telecommuting employees who are not exempt from the Fair Labor Standards Act's overtime requirements will be required to accurately record all hours worked using Companion Protect's time-keeping system. Hours worked more than those scheduled per day and per workweek requires the employee's supervisor's advance approval. Failure to comply with this requirement may result in the immediate termination of the work from the home agreement.

**Ad Hoc Arrangements**

Temporary work from home arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal work from home arrangements is made on a case-by-case basis, focusing first on the organization's business needs.