



Remote Employee Policy

For Internal Use Only

"The contents do not constitute legal advice, are not intended to be a substitute for legal advice and should not be relied upon as such. You should seek legal advice or other professional advice in relation to any particular matters you or your organization may have."

Overview:

At 4A's, we recognize that working from a remote office setting can be a productive alternative work arrangement.

Although not all jobs can be performed satisfactorily from other locations, 4A's recognizes that, in some cases, or specific scenarios, a remote work arrangement may be necessary.

Doing so may present numerous benefits for our organization, including but not limited to: improved productivity, the ability to attract and retain top talent, and fostering collaboration.

Remote Employee Definition

- **A Remote Employee** is an individual who can work from a pre-approved location (sometimes referred to as: *remote work*, *remote arrangement*, *work-from-home*, *telecommute*, or *virtual employee*). A remote employee *may* be part of a team in which some members work out of a physical office. However, remote employees can fulfill their job duties independently utilizing 4A's technology to communicate and collaborate with team members.

Eligibility

While employees and supervisors have the freedom to develop arrangements tailored to employee and practice area needs, the following basic requirements must be established:

- Employee's immediate supervisor and HR must approve.
- Employee must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on 4A's premises.
- Employee must possess excellent time-management and organizational skills, and
- Employee must be self-motivated, self-reliant, and disciplined.

Work Hours

- Employees must be available to their supervisors and co-workers during core work hours.
- Employees must be available to attend scheduled meetings and participate in other required office activities as needed. Except for extraordinary circumstances, 4A's normally provides at least 24 hours' notice for such events.
- Employees must arrange for dependent care (e.g. childcare, eldercare, etc.) during their work hours.

4A's and the employee will agree on days and hours in which the employee will work. The schedule will be set forth by the manager and is not subject to change without prior written consent from 4A's (this can be via a simple email). In addition, an employee must submit requests for PTO and short-term disability as provided by 4A's policy, unless otherwise agreed to in advance.

Work Environment

An employee must devote their entire time, energy, and skill to their job when working remotely. Remote work is not designed to replace appropriate care for an employee's dependents, including children, spouses, or parents. Rather, working remotely is designed to make sure that employees remain focused on their duties without distractions from other persons. Therefore, employees should make arrangements to have someone care for dependents, if any, and employees are encouraged to discuss this issue with family members before becoming a remote employee.

If there is an instance when working remotely from your home location is not feasible, please reach out to your manager and HR Team member to discuss. ***These instances will be reviewed on a case by case basis.***

Flex Space: If the office is in need of a physical workspace for member meetings, ongoing projects, new employee onboarding, etc., all options need to be exhausted before 4A's will consider paying for rental space.

Furthermore, employees must not engage in other employment or personal business during regularly scheduled working hours.

Terms of the Remote Employee Arrangement

Currently, Remote Employee arrangements are temporary and will be evaluated on a case by case basis. 4A's will assess the policy on an ongoing basis and will make any modifications that may be necessary.

If an employee is utilizing 4A's *Remote Employee Policy* for a long-term arrangement, Human Resources will communicate with the employee regarding the employee's general obligations under the policy, as well as the specific terms of the arrangement for that employee. This will typically include: (1) the guidelines of the relationship; (2) the location of the employee's work space; (3) the manner in which the employee's performance will be measured and monitored; (4) the appropriate amount, and forum for, ongoing communication between the employee, management, co-workers and others with whom the employee may need to communicate.

Equipment, Connectivity, and Supplies

- An employee migrating to a remote environment under this policy must use reasonable care to protect 4A's - owned equipment from loss or damage. Such equipment will be serviced and maintained only by 4A's.
 - 4A's will provide to each approved employee a company-issued laptop and power cord.
 - Depending on an employee's remote location and practices area, 4A's **may** provide the following: printer/scanner, keyboard and mouse, headset/headphones, monitor, and docking station.
- If the employee provides their own personal equipment, the employee is responsible for servicing and maintaining it. The 4A's has no liability for loss or damage to such equipment.
- 4A's will not be liable for loss or damages to an employee's personal property or real property. 4A's will not maintain any insurance on such personal or real property, and all such property

is the remote employee's sole responsibility. 4A's also will not bear any liability for injuries to third parties incurred at the employee's remote work location for any reason whatsoever.

- 4A's does not provide internet access or any other devices that are not listed above to remote employees unless otherwise stated.
- If feasible, work with 4A's designated staff to order supplies (paper, pads, etc.) and have supplies shipped to your home as needed. *If this cannot be done, please follow 4A's Expense Reimbursement guidelines (any expense above \$250 needs pre-approval from employees immediate supervisor).*

Remote Workstation Requirements

- 4A's employee should maintain or find a safe workspace
 - **Wi-Fi:** Minimum speed recommendations are 1mb Download and 500kb upload. You can test your connectivity by going to speedtest.net or searching for "internet speed test" on Google and using Google's test.
- Have a company-issued laptop and power cord.
- Utilize approved 4A's Cloud Applications/Collaboration & Business Enablement tools for video meetings, file sharing, and telephony.
- Regarding phone usage, ensure that you:
 - Have a method in place to be reached with phone numbers located on your email signature line and the 4A's Personnel Contact Sheet.
 - Regularly check your company-issued telephone number.

Workspace Safety Recommendations

An employee should designate a workspace in their home or find a workspace that is suitable to conduct their work.

4A's will not be responsible for any costs associated with the set-up of a workspace. When possible, an employee must maintain their workspace and equipment in a safe condition, free from defects, hazards, and other dangers to the employee and/or equipment issued by 4A's.

If a workplace accident occurs, the employee must notify their manager and a Human Resources Representative as soon as practicable.

Confidentiality/Security

Employees working remotely are responsible for ensuring the strict confidentiality and security of all 4A's records and materials and must use their best efforts to prevent unauthorized disclosure or damage of such records and materials. Such records and materials are proprietary to 4A's.

Storing/purging files:

- Ensure that all confidential information is secured by:
 - Storing information in a locked cabinet, if possible.
 - Shredding any printed confidential information.

Liability

4A's will not be liable for injuries to third persons and/or an employee's family members, or damage to property, which occurs on the employee's premises. Employees must agree to defend, indemnify, and hold harmless 4A's for such injuries or damage.

4A's will maintain the appropriate level of workers' compensation insurance to cover employees for any injuries that arise out of, and in the course of, employment, as required by law.

Taxes, Compensation and Benefits

4A's does not make any representation or warranty about the tax consequences of working remotely, including whether a home office deduction is available to employees in a remote arrangement.

An employee who works remotely will receive the same compensation and benefits they would have received in the absence of a remote arrangement, unless otherwise agreed to by 4A's. In addition, the general duties, responsibilities, and conditions of employment for employees that work remotely shall continue to be governed by 4A's policies and procedures, unless expressly modified by this policy or otherwise agreed to by 4A's, in its sole discretion.

Communication Expectations

Remote employees may be required to meet with peers and managers at a designated location for meetings and are expected to do so upon request. Remote employees are also expected to remain accessible by telephone, email, or other appropriate communication methods to their supervisors and others who may need to reach them during business hours, unless otherwise agreed by 4A's.

Failure to attend face to face meetings, when requested, or to be available to communicate with supervisors or others during business hours may result in discipline up to and including termination of employment.

Travel and Expense Reimbursement

Out-of-pocket business expenses, such as all other travel expenses, will be reimbursed in accordance with 4A's reimbursement policy.

- 4A's will not reimburse an employee for any home-related expenses, such as internet, utility bills, local voice telephone service, or the cost of setting up or constructing a workspace.

No contractual guarantees

This policy only concerns the terms and conditions of employment applicable to employees who work remotely. A remote arrangement does not create an employment contract between 4A's and employees or other rights unless otherwise prescribed by applicable law.

The remote arrangement may be modified or terminated at any time by 4A's, with or without cause.

<<<< 4A's >>>>



**4A's REMOTE EMPLOYEE POLICY
ACKNOWLEDGEMENT**

This document includes a summary of our Remote Employee Policy. Please familiarize yourself with the information and acknowledge its receipt and compliance by signing below. Contact the Chief Operating Officer if you have any questions.

I have received a copy of 4A's Remote Employee Policy. I will familiarize myself with the information and will comply with the policies and procedures set forth. I understand that the information contained herein serves as a guideline and 4A's may change rescind or add to any policy, practice or benefit described herein at its discretion without prior notice.

I am also aware that the provisions of this policy are not intended to create any contractual rights or obligations between the 4A's and me. I understand that no manager or representative of the 4A's, other than the CEO, has any authority to enter into any employment agreement for a specific time or make any promises or commitments contrary to the foregoing.

Print Name

Signature

Date

**PLEASE RETURN SIGNED ACKNOWLEDGEMENT TO THE COO WITHIN FIVE BUSINESS
DAYS OF RECEIPT. THANK YOU.**