

Telework Policy

The Company considers teleworking to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Teleworking allows an employee to work at home, on the road, or in a satellite location for part of their regular workweek. Teleworking is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with The Company.

Procedure

1. Teleworking can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Individuals granted teleworking arrangements must have been employed with The Company for a minimum of six (6) months of continuous, regular employment and must have exhibited above average performance, in accordance with the company's performance appraisal process.
2. Any teleworking arrangement made will be on a trial basis for the first 3 months, and may be discontinued, at will, at any time at the request of either the teleworker or the organization.
3. Any employee who receives a Performance Improvement Plan will be ineligible to telework for the duration the PIP is in effect.
4. The Company will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines) for each teleworking arrangement on a case-by-case basis. The Company accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to appropriate equipment, subject to change at any time.
5. Consistent with the organization's expectations of information asset security for employees working at the office full-time, teleworking employees will be expected to ensure the protection of proprietary company and client information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment.
6. The employee will establish an appropriate work environment within their home for work purposes. The Company will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The employee and manager will agree on the number of days of teleworking allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone and have computer and systems access within a reasonable time period during the agreed upon work schedule.
7. Before entering into any teleworking agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
 - a. Employee Suitability - the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworker.
 - b. Job Responsibilities - the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a teleworking arrangement.

- c. Equipment needs, workspace design considerations and scheduling issues.
8. Tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
 9. If the employee and manager agree, and the human resource department concurs, a draft teleworking agreement will be prepared and signed by all parties and a three month trial period will commence.
 10. Evaluation of teleworker performance during the trial period will include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of teleworker performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than time-based performance.
 11. Teleworking is NOT designed to be a replacement for appropriate childcare. The focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering into a trial period.
 12. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work. The employee agrees to maintain safe work conditions in the off-site workspace and to practice the same safety habits in the designated off-site workspace as his/her workspace on Company premises.
 13. Employee remains obligated to comply with all of The Company's rules, practices, instructions and this Agreement. Employee understands that violation of any of the above may result in preclusion from teleworking.

Injuries sustained by the employee while at their home-work location and in conjunction with their regular work duties are normally covered by the Company's workers' compensation policy. Workers' compensation only applies if remote employees are injured while performing work-related activities and is only applicable in the designated workspace. It does not cover the remote worker's entire home. Remote employees are responsible for notifying the Company of such injuries in accordance with Company's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to their worksite.

The availability of teleworking as a flexible work arrangement for employees of The Company can be discontinued at any time at the discretion of the Company.