## Working from Home and Remote Staff Work Arrangements

The Company strives to be flexible in all things including how we work and where we work. This policy lays out some ground rules for staff who need to work from home and for staff who are in a remote work arrangement.

[AGENCY]employees, under certain circumstances, may request to work at home instead of physically traveling to the Company’s office. It is a work alternative that the Company may offer to some employees, on a case by case basis, when it would benefit both the Company and the employee. Work from home and remote staff work arrangements are only available to our regular full-time employees. Employees that work in an office support function will not be eligible to participate in this program. This includes Office Managers, Anchors, Administrative Managers and Assistants, etc.

Working from home must first be approved in advance by the employee’s senior supervisor. Employees may not simply choose to work from home without permission. The ability to work from home is earned based on your consistent high performance.

If approved, an employee's at-home work hours will conform to a schedule agreed upon by the employee and their senior supervisor. If such a schedule has not been agreed upon, the employee's work hours will be the same as normal office hours. As with all employees, employees on a work-from-home arrangement may be required to work outside of normal business hours, and may, from time-to-time, be required to attend internal and/or client meetings at the Company’s office or other locations.

During the scheduled working hours, the employee must be accessible and responsive to emails and phone calls (as is required of employees in the office). If you are unavailable for all or part of a day, you must gain prior approval and use (and record) available paid time off. Employees will remain subject to all Company policies, practices and programs while working from home (other than regular attendance at the Company’s office).

During working hours, the employee's at-home work space will be considered an extension of the Company’s work space, but the Company is not responsible for operating costs, home maintenance, home or office remodeling, or any other incidental costs (e.g., utilities) associated with the use of a home office. Workers' compensation benefits may be available for job-related accidents that occur in the employee's at-home work space during working hours. Work-at-home employees must immediately report any injury suffered in the home office during working hours to Human Resources. All job-related accidents will be promptly investigated. The Company assumes no responsibility for injuries occurring in the employee’s at-home work space outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home work space and to practice the same safety habits as those followed on Company premises.

A work-from-home arrangement is not necessarily a substitute for child care. Employees should make sure to arrange for primary care for his/her child during at-home working hours. If a child will be home during the employee's at-home working hours, some other individual should be present to provide primary care.

Additionally, under no circumstances, shall an employee working from home conduct in-person client meetings at their home.

Working at home is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, the Company has the right to refuse to make working at home available to an employee and to modify or terminate a work-at-home arrangement at any time, in its sole discretion.

All employees must comply with all laws and regulations applicable in the country, state and local jurisdictions in which the Company conducts business. Employees are expected to learn the laws of the localities in which they work and to seek advice from the Company’s Human Resources department if they have any concerns regarding applicable laws and regulations.