

# Associated's Business Continuity Work from Home Policy

This work from home policy was designed to make sure that working from home is beneficial to our employees and company during a business interruption or a State of Emergency, national or statewide. This company work from home policy applies to all our employees.

Should there be a instance of business interruption or a State of Emergency declared, any Employee/s affected by the situation are allowed to work from home.

Here are all the guidelines you need:

1. Get your work done. Regardless of where people work, each Employee should know and have his/her tasks, timelines, deliverables and expectations. Voice messages and email should be check regularly and responded to as if you are in the office. Ultimately every employee is evaluated by their job performance regardless of where he/she works.
2. Be available. You are expected to attend any scheduled conference calls and be responsible for letting your supervisor know should you not be available and why. It is expected that best efforts be made by the employees to reschedule any in person meetings to conference calls. Forward your work phone to your cell number and work through the Shoretel Connect Application if possible.
3. Overcommunicate. For both the employee and supervisor, casual conversations don't happen when employees work from home. Employees can't stumble into an impromptu meeting with someone from another department. Shifts in priorities, or potential problems, or trends are harder to sense and recognize That means that any employee working from home needs to overcommunicate. Nothing goes without saying. Everything needs to be said. Schedule hourly calls to check in and discuss

## **Equipment**

Employees are permitted to take home, during the declared State of Emergency, appropriate equipment, (such as laptops, docking station, monitors, and other needed equipment), to assist with performing their daily duties as if they were in the office. The employee must provide his supervisor, with copy to the Vice President of Operations and Administration, a detailed inventory list of all Company property taken, Employees will take appropriate action to protect the items from damage or theft. Upon returning to the office at the end of the State of Emergency all company property will be returned to the company per the inventory list.

The Company will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Company will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Company will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.



### **Security**

Consistent with the Company's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of proprietary company information and data. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Time Worked**

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Company's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor.



INSURANCE AND RISK MANAGEMENT ADVISORS