

# OnPurpose Inc.

## **BONUS Offering!**

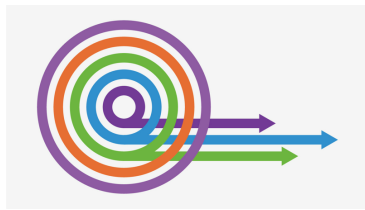
**The following is a template for use in building your company's policy on remote work. This template has been drafted specifically to cover remote work related to COVID-19 but can easily be adapted for all remote work.**

**For assistance in drafting this or other policies contact Sharon Forster at OnPurpose Inc. at 403-660-9558 or via email at [sharon@onpurposeinc.ca](mailto:sharon@onpurposeinc.ca) You can also visit the website at [www.OnPurposeinc.ca](http://www.OnPurposeinc.ca)**

## **XYZ Company Remote workers guide – COVID specific**

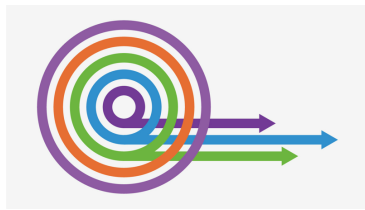
During the time of the Covid-19 pandemic the XYZ COMPANY is providing the opportunity to work remotely under the following terms and conditions. This is an interim policy document which will be superseded by the corporate policy at such time as it becomes available. This interim policy is in effect during the pandemic and may be extended or revoked at any time by XYZ COMPANY management

- 1) XYZ COMPANY employees are eligible to work from home when discussed and approved by their manager in the following instances:
  - a. When mandated by executive management due to acts of God etc.
  - b. Minor sickness
  - c. Dependent care
  - d. Injury
  - e. Inclement weather
  - f. Other reasons as agreed
- 2) Hours of work, compensation & duties
  - a. An employee's compensation, benefits, work status and work responsibilities will not change because they are working remotely.
    - i. Duties and responsibilities remain the same except for duties that must be completed at the work site (i.e. shop support, walk arounds etc.)
  - b. The amount of time the employee is expected to work per day (8 hours) or per pay period (80 hours in 2 weeks) will not change because of participation in the remote working program.
    - i. Hours to be discussed and agreed upon by the Manager



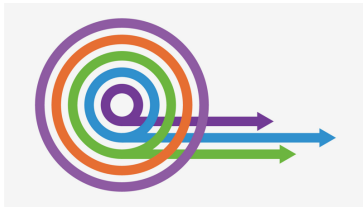
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- ii. Any overtime must be preapproved by the Manager
  - c. Employees are required to be available for phone calls, emails, Teams meetings etc. during standard XYZ COMPANY office hours even if working hours differ from office hours due to childcare considerations etc.
  - d. Remote workers response times are to be in line with in-office standards
    - i. Emails within 2 hours (if required)
    - ii. Phone calls to either be answered as they come or returned promptly
    - iii. Teams meeting calls answered as they come or returned promptly
  - e. Daily Communication and check-ins
    - i. Daily Check-in at 10:15 via Teams
    - ii. Individual check-ins as needed
    - iii. If a check-in is missed the manager will attempt to contact the employee and if that fails, then next of kin and/or the police will be contacted to ensure the safety of the employee
- 3) Workers Compensation
  - a. During work hours and while performing work functions in the designated work area of the remote workspace, workers are covered by worker's compensation.
  - b. XYZ COMPANY assumes no liability for injuries occurring in the employee's remote workspace outside the agreed-upon work hours.
  - c. The company is not liable for loss, destruction, or injury that may occur in or to the employee's remote workspace. This includes family members, visitors, or others that may become injured within or around the employee's remote workspace.
- 4) Remote worker eligibility
  - a. All employees who can meet the technology requirements, have work that is appropriate and are deemed by their manager to have the knowledge to work largely unsupervised are eligible to work remotely with management approval.
  - b. The use of equipment, software, data and supplies, when provided by the company, for use at a remote location is limited to authorized persons and for purposes relating solely to company business. XYZ COMPANY will provide for repairs and support of company equipment.
  - c. When an employee of XYZ COMPANY uses personal equipment, the employee is responsible for the repair, maintenance and support of that equipment including all patches and upgrades to be applied to equipment accessing XYZ COMPANY servers in a timely fashion.
  - d. A loaner laptop or computer or other equipment may be provided, with management approval, for remote work if available. Loaner computers will vary in performance and configuration and must be returned upon request.
- 5) Workspace



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- a. The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while working. The employee shall maintain this workspace in a safe, clean and organized condition, free from hazards and other dangers to the employee and equipment. The company must approve the site chosen as the employee's remote workspace. The employee is required submit three photos of the home workspace to management prior to remote work approval.
  - b. All company materials removed from the XYZ COMPANY work site should be kept in the designated workspace at the remote location and not be made accessible to others.
  - c. The company has the right to make on-site visits (with 24 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve company-owned equipment, software, data or supplies.
- 6) Office supplies
- a. Office supplies will be provided by the company, as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.
- 7) Dependent care
- a. Remote work is not a substitute for dependent care. Remote workers are expected to work their regular 8-hour shift day each day even though hours may vary to provide dependant care. The employee must arrange work hours with their manager.
- 8) Required tools for remote work
- a. Biz-connect properly set-up on cell phone or computer that is being used at remote site
  - b. Teams app set-up and usable during office hours for voice and screen sharing options
  - c. Access to XYZ COMPANY email account on phone device or computer
  - d. Windows or IOS device capable of Remote Desktop
  - e. VPN
  - f. One-drive
- 9) Performance and productivity measures
- a. Performance measures will be agreed upon by employee and manager and reviewed on a regular basis.
    - i. The Manager will assign tasks and completion dates with input from remote worker (same workflow as with on-site workers)
    - ii. Department schedule dates to be used as guidelines for due dates on projects (same workflow as for on-site workers)
    - iii. Visibility board (same workflow as for on-site workers)
    - iv. Work output to be checked and approved by assigned checker (same workflow as for on-site workers)
  - b. If the employee is not performing to established standards, they will be required to work from the XYZ COMPANY work site at manager's discretion.



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## 10) Tech Support availability

- a. ITsupport@xyzcompany.com

## 11) Security

- a. No working on public Wi-Fi
- b. All confidential materials to be checked into XYZ COMPANY PDM vault on a twice daily schedule (same workflow as for on-site workers)
- c. Documents to only reside on XYZ COMPANY devices (either remote desktop to work computer or company laptop or other device)