



# Hybrid and Remote Work Policy & Agreement

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## Formal Terms & Definitions

Whenever the formal words listed below appear in this Agreement, they have the meaning specified below - unless a contrary intention is noted or such meaning is inconsistent with the context.

### Agreement

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This Hybrid and Remote Work Policy and Agreement dated **date**.

### Company

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**Company Legal Name** and all of its wholly-owned or controlled subsidiaries, affiliates or related entities, having an office at **Address**, which provides **services**, and is incorporated pursuant to the laws of **Your Jurisdiction**.

### Company Materials

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In some cases, the Teleworker may be temporarily provided with Company-owned materials required by the Teleworker to fulfill their work duties which may include:

- ◆ Laptop computer
- ◆ Tablet
- ◆ Smart phone
- ◆ VOIP equipment
- ◆ Printer
- ◆ Modem
- ◆ Software
- ◆ Educational Materials
- ◆ Company-owned asset provided to the Teleworker.

### Executed Contract

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The Teleworker's previously executed employment or engagement contract, and company policies.

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- ◆ A locking drawer or filing cabinet if the Teleworker is expected to print or transport Sensitive Materials.
- ◆ A shredder or a secure way to return paper Sensitive Materials to the Company office to be shredded.

A café or any other public location does not qualify as an acceptable Remote Office.

## **Sensitive Materials**

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Any materials, documents, or conversations that include information about the Company that:

- ◆ Is not generally available to the public other than as a result of a disclosure by the Teleworker.
- ◆ Could put the Company at a competitive disadvantage if improperly communicated.
- ◆ Cannot be communicated due to contractual or legal obligations — such as Staff or client personal information.
- ◆ Should not be shared externally or with Staff unless there's a legitimate business or legal reason to do so.

## **Staff**

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Company employees and independent contractors.

## **Telework/Teleworking**

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A work arrangement in which the Teleworker works outside the Company office from their Remote Office.

## **Teleworker**

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As identified in the “**Recitals**” Section of this document and who participates in the Program.

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# Teleworking Policy

## 1. Overview

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This Policy may be updated at any time at the Company's discretion to account for changing circumstances that affect the Teleworker's safety, Company asset and information management, and changing legislation and best practices.

This Policy is used to help support circumstances where working outside the Company office is necessary or mutually beneficial to both the Company and the Teleworker. Teleworking is intended to enhance Staff productivity, improve efficiencies, reduce the spread of transmittable diseases, support different work styles, and reduce the Teleworker's commuting time and environmental footprint.

However, studies have shown that a significant percentage of workers do not function well when working in a Remote Office. It is not for everyone. Working remotely requires considerable focus and discipline to deflect distractions that are not present when working in the Company office. Family members, pets, a piling up chore to-do list, Oprah, and a nap beckon you! Teleworkers must be prepared to overcome procrastination and significant distractions.

As such, Teleworking is an earned benefit and not an entitlement and may be granted to Staff who have shown a strong work performance and whose job responsibilities are suited to such an arrangement.

## 2. Teleworking Eligibility

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The following conditions must be met for Staff to be eligible for the Program.

1. The Teleworker has been employed with the Company for a minimum of **6 months** and is fully trained in their position.
2. The Teleworker's position is conducive to working remotely.
3. The work being performed remotely can be measured and monitored for productivity.
4. The Teleworker has an established record of demonstrated:
  - 5.1 Productivity and sound decision-making skills.
  - 5.2 Time management skills.
  - 5.3 Transparent and strong communication skills.
5. The Teleworker's most recent performance appraisal shall, at minimum, indicate fully achieved standards.
6. The Teleworker meets the Remote Office requirements.

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4. Email the signed Agreement to **INSERT: Management level title, not name indicated in Signatures section** and obtain a digital copy of the approved and signed Agreement. The Agreement shall be signed by a Company representative who has the appropriate and binding contractual signing authority on behalf of the Company.
5. A digital copy of the signed Agreement is emailed to **INSERT: HR Responsible Title - not name for contract management**.

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- 3.3 The Teleworker is actively engaged in work for the Company at the time of the injury. For example, injuries sustained while engaging in home repairs or while cooking a meal, shall not be covered by the Company.
4. In the event of necessary evacuation from the Remote Office, the Teleworker shall be provided with a safe alternate work location.
5. Any **INSERT: Applicable worker's compensation insurance** claim shall be handled in accordance with the standard procedures for **INSERT: Applicable worker's compensation insurance** claims and by contacting **INSERT: Management level title, not name**.

## **8. Costs and Liabilities Associated with the Program**

### **COMPANY-PAID COSTS**

The Company shall be responsible for the following expenses:

1. Costs associated with servicing, maintaining and insuring Company Materials.
2. Out-of-pocket expenses for necessary supplies and other expenses provided they are pre-approved by the Manager.
3. Reasonable costs associated with mitigating safety concerns.
4. **Insert cost of ISP or phone line if appropriate.**

### **TELEWORKER RESPONSIBILITIES, COSTS AND LIABILITIES**

The Teleworker shall be responsible for the following:

1. Operating costs, home maintenance, or any other incidental cost whatsoever, associated with the setup, change or maintenance of the Remote Office and participation in the Program, including utilities or lighting.
2. Costs associated with any materials or equipment provided by the Teleworker.
3. Damages to the Teleworker's property that result from participation in the Program.
4. Ensuring reasonable care of Company Materials. Where any damage of Company Materials is caused by the Teleworker due to negligence, the Company is within their rights to recover the associated costs of repair.
5. Liability for injuries to third persons and/or members of the Teleworker's family that occur in the Remote Office or the Teleworker's premises. Teleworker agrees to defend, indemnify and hold harmless Company, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by the

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- 2.7 Printed Sensitive Materials shall be stored in locked drawers or cabinets.
  - 2.8 All printed Sensitive Materials that are no longer required shall either be shredded in the Remote Office or returned to the Company office to be disposed of securely. Sensitive Materials MAY NOT be disposed of in recycling or the garbage.
  - 2.9 Unsecured Sensitive Materials or Company Materials shall be secured whenever not in use and shall not be left where they would attract the interest of thieves.
  - 2.10 Company Materials and Sensitive Materials shall not be left in a vehicle when the vehicle is not occupied.
3. The Teleworker shall safeguard Sensitive Materials including confidential client or other stakeholder information while in the Remote Office. This includes, but is not limited to securing voice calls, emails, corporate text messaging applications, corporate software such as Zendesk, and client credit card information.

## **10. Compensation & Job Description**

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1. The Teleworker's compensation, benefits, work status, and work responsibilities shall not change due to the participation in the Program, unless indicated otherwise in Schedule A.

## **11. Working Hours & Availability**

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1. The Teleworker's work hours shall not change during the Program. The Teleworker shall adhere to their daily work hours outlined in their Executed Contract, unless indicated otherwise in Schedule A.
2. Overtime shall be pre-approved by **INSERT: Management level title, not name** prior to being worked in order to be recognized by the Company.
3. The Teleworker shall begin work no earlier than 6 AM and be available during core hours of **10 AM** to **3 PM** and take a **30-minute** unpaid meal break every 5 hours.
4. When working in the Remote Office, the Teleworker shall respond to work-related communication within the same time frame as they would when working in the Company office. The expectations for responsiveness are:
  - 4.1 **Telephone:** Immediately
  - 4.2 **Video conference:** 15 minutes
  - 4.3 **Slack:** 15 minutes
  - 4.4 **Email:** 2 hours
5. The Teleworker shall be in video web conference communication with their team or Manager at least once a day.

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3. All standard existing Company work guidelines and policies apply and shall be adhered to by the Teleworker during the duration of the Program.

## 15. Termination of Agreement

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1. Teleworking is not a formal, universal Staff benefit. Rather, it is an alternative method of meeting the needs of the Company and Staff. The Company has the right to refuse to make Teleworking available to the Teleworker and to terminate this Agreement.
2. Except for egregious misconduct where termination of this Agreement is immediate, this Agreement may be terminated by either Party for any reason by providing the other Party with one week's notice in writing.
3. The Company shall not be held responsible for costs, damages or losses resulting from cessation of participation in the Program.

## 16. Entire Agreement & Notices

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1. This Agreement, including the Teleworking Policy contains the entire agreement between the Parties as it relates to the Program, superseding in all respect any and all prior oral or written agreements or understandings pertaining to Teleworking and shall be amended or modified only by written instrument signed by both of the Parties hereto.
2. Once this Agreement is executed, any notices required by this Agreement shall be in writing by email.
  - 2.1 Emails to the Teleworker from the Company shall be sent to **Teleworker personal email address**.
  - 2.2 Emails to the Company from the Teleworker shall be sent to **Name and title at Email**.

## 17. Other Terms & Conditions

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1. This Agreement shall be governed by the laws of **Enter your jurisdiction** and if legal action is instituted to enforce or interpret this Agreement, each Party shall be responsible for its own costs and legal fees.
2. The invalidity, illegality or unenforceability of any section or provision in this Agreement shall not in any way affect or impair the validity, legality or enforceability of the remainder of the Agreement.
3. Everything in this Agreement is intended to comply with **Insert your jurisdictional Employment Standards Act** (the "Act") and, if any provision contained herein is deemed non-compliant, that

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## 18. Consequences of Non-Adherence to this Policy

1. Non-compliance with this Agreement could result in significant risk for the Company and have a considerable impact on its business and operations that may result in financial losses. If the Teleworker is found to be in serious breach of this Agreement, the Teleworker shall be subject to immediate discipline, including immediate termination of employment or engagement in accordance with the Executed Contract.
2. In the event that at any time during the term of this Agreement the Teleworker's Remote Office is anywhere other than as indicated in **Section 22**, the Teleworker may be deemed to have surrendered their rights and entitlements under the the Act, including in the event of an accident.

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Signature	Date:
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### **23. Job or Project Description**

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Complete this section if:

- The Teleworker's job description is temporarily being adjusted
- The Teleworker is completing a well-defined project during the duration of the Program

### **24. Performance Metrics**

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Define what success of this Program looks like. What are the expected outcomes and outline any concerns and how to mitigate them.

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## Schedule B – Company Materials

The Teleworker has been provided with the following Company Materials.

<b>Company Material</b>	<b>Description, Details &amp; Serial Number</b>	<b>Received by the Teleworker (Date received &amp; signature)</b>

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