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	Title: TEMPORARILY WORKING OUTSIDE THE UNITED STATES POLICY		

OVERVIEW:

UNICEF USA will permit staff to work internationally on a limited, temporary basis. UNICEF USA reserves the right to determine whether an employee will be permitted to work outside the United States for no longer than 90 days, every three years, subject to these guidelines.

POLICY DETAILS:

Eligibility

- The employee must have completed one full year of service to UNICEF USA and had satisfactory performance appraisals before applying.
- Requests will not be approved 360 days before or after paid family leave or regular paid leave.
- Requests will not be approved 360 days before or after an overseas stretch assignment or secondment.
- These agreements are for working outside the United States, which for this purpose, is defined as outside the 50 states and could include U.S. territories such as Puerto Rico, and other countries.
- The employee acknowledges that UNICEF USA's policies will apply to all work performed outside of the United States.

Equipment

- Aside from a UNICEF USA issued laptop, the employee is responsible for all productivity and technology requirements, such as a strong and reliable internet connection, laptop, printer,

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mobile devices, access to platforms, etc. The employee also will be responsible for ensuring the security of all UNICEF USA data.

- The employee may not have access to some platforms such as BBCRM and may not process credit cards or other personal identifying information. If the day to day work is directly tied to some of all of these systems, the request may not be approved.
- Given the risks for security or data breaches may be increased, and that UNICEF USA maybe limited in to support from a technical perspective, the employee acknowledges that there is additional responsibility for data and equipment security and for equipment care.

Acknowledgements


- The employee must notify Human Resources and the employee's supervisor of the request to work internationally.
- The employee acknowledges that the request to work internationally is at the employee's own request, not at the request of UNICEF USA.
- The employee's supervisor and every manager in the employee's reporting line, up to and including the applicable LT member and the Chief People Officer must approve of the working location and agreed hours of work in the local time zone. The employee will be responsible for being available during the normal business hours of UNICEF USA and/or as required by their department.
- The employee understands that UNICEF USA cannot advise or assist with visas, travel obstructions, tax implications, etc. UNICEF USA will not fill out any visa forms or provide any information or certification needed to obtain a visa in another country. The employee might not be able to avoid foreign taxes, if a foreign country determines that employment taxes are

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owed and should confirm with their tax advisor whether there will be any issues related to withholding or social security payments for the foreign countries where employees are requesting to work.

- The employee is responsible for all travel, travel insurance, fees (including banking fees), housing, taxes, etc., associated with the temporary relocation. UNICEF USA will not direct deposit wages to a bank account outside of the United States, nor will it mail a paycheck outside of the United States. The employee must maintain a domestic bank account to continue direct deposit and/or a domestic mailing address to continue receipt of paychecks.
- When traveling outside of the United States, UNICEF USA's health care and other benefits may not be available. Currently, only emergent care, as defined in the UNICEF USA Oxford Summary Plan Description (SPD) is covered by the plan outside of the United States. The definition of emergent care is contained in the Appendix for the plan document, and also appears at the end of this agreement.
- Currently, COVID-19 testing and treatment qualifies as an emergency under the plan document. The employee must pay out of pocket and then submit a claim to Oxford with a detailed receipt from the health care provider that details the services rendered. The receipt must be translated to English and must be submitted in accordance with the requirements for out of network expenses, which currently is a limit of 120 days in New York and 180 days in other states. No exceptions will be made once a deadline passes.
- Routine services obtained outside the United States currently are not covered.
- Coverage is subject to the applicable plan document, and UNICEF USA reserves the right to change, amend, modify, or terminate the plan.


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- Regarding other benefits, as long as the employee continues to be on UNICEF USA payroll, they will continue to be eligible to the 403 (b) retirement plan with Principal. For EyeMed vision benefit, employees can call the International Customer Care Center day or night at 1-513-765-2870 for further assistance when traveling abroad.
- The employee agrees to indemnify UNICEF USA for any damages, taxes, or other costs that may arise from the employee's work outside of the United States.
- The employee acknowledges that UNICEF USA may require the employee to return to the United States at any time, subject to a reasonable period for return travel. The employee agrees to return to the United States upon request of UNICEF USA, or the employee may be required to take unpaid leave or be separated from employment.
- The employee agrees that the employee will not work anywhere other than the location identified below.
- This agreement and work performed pursuant to this agreement outside the United States shall be governed by the laws of the State of New York.

Employee Name	
Temporary Working Location	
Working hours (Local Time/Eastern Standard Time)	
Temporary Start Date	
Temporary End Date	

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- I have read and understand the requirements for a temporary working assignment out of the United States outlined in this agreement, and I assume all responsibility for challenges encountered during that time.

Signed (Employee) _____ Date _____

Signed (Supervisor) _____ Date _____


Signed (Supervisor's Supervisor) _____ Date _____

Signed (Leadership Team Member) _____ Date _____

Signed (Michael Klompus) _____ Date _____

CC (peoplandculture@unicefusa.org)

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