



EMPLOYEE HANDBOOK

**CONTAINING CO, FL, MA, WA SUPPLEMENTS.
PLEASE SEE ADDITIONAL SUPPLEMENTS FOR OTHER STATE INFORMATION.**

EFFECTIVE: JULY 17, 2023

TELECOMMUTING

Janus Healthcare Partners primarily offers a work-at-home (WAH) environment. As such, expectations are that employees demonstrate conscientiousness about work and productivity, self-motivation, organization skills, ability to work independently but collaboratively with their manager and others. Employees are expected to meet the requirements in this policy.

Standards

- Must meet the minimum requirements for phone and internet service at their designated remote work location.
- Telecommuting does not allow employees to engage in other jobs or attend to other personal matters. It is also not intended to replace the need for dependent care.
- Employees must agree to comply with Janus established policy, technology requirements and procedures.

Criteria for Successful Telecommuting

- Employees are expected to possess proficient technical and computer skills, enabling them to work independently with minimal reliance on Helpdesk support.
- Must exhibit organizational skills and demonstrate effective time management abilities.
- If an employee intends to relocate, they must obtain approval from their manager with adequate advance notice.
- Employees must possess the necessary licensure (if applicable) for their specific job in the state in which they work.
- Alternatively, the employee may have a reciprocal licensure agreement with their state of residence.
- It is the employee's responsibility to ensure compliance with current and active state licensure requirements.
- Be able to attend any required meetings for Janus, customers, or other locations as requested by the leader.

Remote Workspace

- Employees must have an adequate infrastructure that supports remote working that is safe and secure for the employee, and Janus equipment. The space must be free from distractions, including background noise. The workspace and equipment should be secured and appropriately always safeguarded to protect proprietary and/or confidential Company information, and personal health information (PHI).
- Work-related information in hard copy form, including folders, documents, notes, and other materials, must be secured in a locked room, locked drawer, or locked file cabinet when not in use.
- The speakerphone option should not be utilized in situations where there is even a slight possibility that an unauthorized person overhearing the conversation.
- The telecommuting workspace and equipment may be subject to periodic audits and inspections, typically conducted virtually or electronically.

- The workspace must be maintained in a safe condition that is free from hazards.
- Any work-related injuries or illnesses must be reported to your manager immediately. The Company is not responsible for any injuries to family members, visitors, and others in the employee's home or non-company telecommuting locations.
- Telecommuting employees should seek the advice of their personal insurance carriers and consider carrying insurance that covers third-party injuries arising out of or relating to the use of the home under the telecommuting policy.
- Janus is not liable for damages to the real or personal property while working at their remote workspace.

Mail

- Janus business information should only be sent by mail only when it is absolutely necessary and when secure electronic transmission methods are not feasible or available.
- Employees may not use their home address to receive external Company mail. Mail from Janus can be sent to the telecommuting employee's home address.

Costs and Expenses While Telecommuting

The Company will reimburse telecommuting employees for the reasonable and necessary authorized business expenses, but pre-approval of the direct manager is necessary.

The Company will not reimburse employees who telecommute for the expenses listed below.

- Any costs related to setup, remodeling, or furnishing the home workspace.
- Household expenses (e.g., cooling and electricity)
- Unless required by law, Janus does not supply or approve reimbursement for office desks, chairs, keyboard trays, footrests, other ergonomic accessories, or any other type of office furniture for home use.
- Janus will reimburse all employees \$30 per month towards their internet service expenses.

Technology Needed for Telecommuting

- Janus will provide employees with the standard computer and telephony equipment necessary to do their jobs.
- Employees must have an adequate infrastructure that supports remote working decisions. It is strongly recommended that wired/broadband/fiber connectivity is arranged by the employee for effective working from home (Digital Subscriber Line (DSL) internet is not acceptable).
 - Connectivity should be reasonably fast for proper working. Actual high-speed internet with at least 50 MBPS download and 10 MBPS upload speed with the ability to plug in directly to the home internet router is preferred.
 - Mobil hot spots/dongle should be used only as a backup option, if needed.
- Use of equipment:

- Employees must not allow non-Janus employees to use Janus equipment.
- Employees will not attach or connect personally owned devices to Company owned equipment.
- Unless configured by Janus IT staff, employee-owned computers should not be used for work.
- To protect sensitive equipment from damage, employees agree not to smoke in or around the workspace where the equipment is located.
- Maintenance/Repair of Company Equipment
 - Janus-owned equipment repair and/or maintenance will be performed by an authorized person (IT staff or delegate) at Janus's expense. Employees may be asked to connect via remote connection or to bring or pack and ship equipment to Janus.
 - The employee is accountable for assisting IT in ensuring that upgrades, patches, etc., are properly installed.
- If an employee is not able to work due to internet connectivity or similar reasons, they must notify their manager and IT Helpdesk as soon as possible.
 - For non-exempt hourly employees, if the issue is not resolved within two (2) hours and if they cannot continue working, then they must use any available PTO for unworked hours/days or not be paid for the additional hours.
 - For exempt employees, if the issue is not resolved within four (4) hours and if they cannot continue working, then they must use any available PTO for unworked hours/days.

Confidentiality, Privacy, and Security While Working Remote

- Employees are accountable for ensuring that computers, mobile devices, and all associated Company-owned property (including paper documents and files) are secured against theft or intrusion or inspection by unauthorized personnel.
- Company business information categorized as personal, private, or confidential, including PHI, should only be accessed, or viewed by employees with a need-to-know.
- There is to be no Janus business information categorized as personal, private, or confidential, including PHI, stored on the computer's hard drive or any other local storage medium, without the use of full disk encryption.
 - Do not use local computer storage or mediums such as disc or flash drive to save Company information.
- Employees should not print or otherwise produce paper documents containing personal, private, or confidential business information, including PHI, unless necessary for the completion of their duties. If printing is necessary, the documents must be shredded as soon as possible or stored securely in a locked file drawer or cabinet.
- Employees are not permitted to forward Company e-mail and attachments to their personal e-mail accounts or email accounts managed by public e-mail or Internet access service providers.

Termination of Employment Responsibilities for Remote Employees

- Employees are expected to return Janus-owned equipment and all Company property, (including, but not limited to, notes, data, reference materials, documents, disks, memorandum, reports, records, equipment, software, supplies) within 48 hours of request or final day of employment.
- The Company property must be in good condition and working order when returned.
- The employee will be financially responsible for any Company property not returned or returned in damaged condition, excluding normal wear and tear.
- Employees will be financially responsible for any costs incurred by Janus that are necessary to recover Company equipment.
- The Company may deduct from the employee's paycheck to the amounts permitted by law, any amounts representing personal obligations to Janus which may include, but are not limited to, deductions for the cost of equipment not returned or equipment returned in damaged condition.
- Managers are responsible for ensuring that all Company-owned equipment is returned.