

Perseus Group Voluntary Travel and Remote Work Policy

Introduction

Following the mandatory office closures resulting from the COVID-19 pandemic, many of our businesses have returned to their offices on a full-time or hybrid basis. While Perseus companies value in-person collaboration, we recognize that some employees would like the flexibility to travel and/or work remotely from time to time.

In recognition of this desire for flexibility, we have developed this policy to allow employees to request short-term remote working arrangements. Long-term and permanent relocations will also be considered in accordance with this policy if otherwise permitted by your Perseus company.

Please read this entire policy before making a request to work remotely.

Who does this policy apply to?

This policy applies to all employees of companies that are part of the Perseus Operating Group of Constellation Software, Inc. (referred to in this policy collectively as, “Company”) who wish to travel and work remotely *voluntarily* (not at the request of the Company).

This policy **does not** apply to employees who are traveling while using vacation time or other paid or unpaid time off and not performing work. If you are traveling internationally on vacation and you would like to perform work while traveling, this policy will apply to you. You must submit a ticket in InforCRM ticket referencing the destination and dates of your travel. This ticket will be used for reference should any alerts be generated by your travel. For more information on how to use InforCRM, please see the [InforCRM “How-To Guide”](#) on the Perseus Connect IT page.

Contour staff working for other (non-Perseus) groups should create InforCRM ticket/send email by using @contour-software.com id. In case, you don’t have access to InforCRM, please contact your local IT/HR team.

Why do we need a policy? If I can do my job remotely, why does it matter where I work?

While telecommuting makes it possible for Perseus companies to accommodate remote working arrangements in some cases, employee mobility puts the Company at legal and financial risk, and involves numerous customer, legal, and compliance considerations that must be reviewed before an employee can be permitted to work remotely. For example, to name just a few:

Customers Considerations

- Some customers contractually restrict the locations from which their data can be accessed and/or transmitted.
- Employees working in different time zones than they normally work in could result in lower levels of customer service.

Data Security and Data Protection

- When customer and employee data is transmitted across borders, various privacy and data protection laws and rules apply. The Company must comply with those laws and rules.
- Proprietary, confidential, and/or sensitive internal Company information can be put at risk when employees work from certain locations.

Human Resources, Tax, Immigration Rules, and Payroll Compliance

- Different provinces, cities, states, and countries have different rules, requirements, and protections governing the employment relationship.
- Tax rules, payroll and tax withholding requirements, and payroll and tax withholding amounts vary by location.
- In some locations, the government will consider the Company liable for corporate registration and corporate income taxes if it has employees working in those locations.

For these reasons, and many others, the Company must know where its employees live and work. Further, when there is a request to work remotely, Company must assess the relevant customer considerations and/or local laws applicable to a remote work request and determine whether the Company can support remote work in that location without incurring legal, financial, and/or customer liability.

Requesting to Work Remotely

For purposes of this policy an “**Alternative Location**” is any city, state, province, or country which is different from the city, state, province, or country from which you are currently approved to work, as reflected in Workday.

Any employee who wishes to work from an Alternative Location must follow this policy and, where required, must request and receive approval from the Company *prior to* working from the Alternative Location. Working from an Alternative Location without following this policy may result in disciplinary action up to and including termination of employment.

Please note that this policy is not intended to create a right or benefit related to travel or relocation - the Company reserves the right to deny your request at its discretion.

Also please note, any travel to **Restricted Countries** (see list below) is prohibited and will only be approved in exceptional circumstances.

Travel Lasting Thirty (30) Days or Less – All Locations Except Restricted Countries

- If you wish to work from an Alternative Location for 30 calendar days or less, you must discuss this request with your manager. Please note that this 30-day limit includes all calendar days spent in the Alternative Location, regardless of whether you perform work on each day.
- If your manager declines your request, you may not work from an Alternative Location.
- If your manager approves your request:
 - For domestic travel: no further steps are required and you may work from the Alternative Location.
 - For international travel: You must submit a ticket in InforCRM ticket referencing the destination and dates of your travel. This ticket will be used for reference should any alerts be generated by your travel. For more information on how to use InforCRM, please see the [InforCRM “How-To Guide”](#) on the Perseus Connect IT page.

PLEASE NOTE:

- Working in the Alternative Location for longer than 30 days will be considered a violation of this policy and may result in disciplinary action up to and including termination of employment.
- Any period of time spent working in a particular international Alternative Location is cumulative and does not reset for a rolling calendar year. In other words, if you work from an international Alternative Location for 30 days, you cannot work from that location again for one full calendar year without following the processes described below for travel lasting longer than 30 days.

Travel Lasting Longer Than Thirty (30) Days and Permanent Relocations – Domestic/In-Country

- If you wish to work from an Alternative Location that is within the same country in which you are currently authorized to work, as reflected in Workday, you must complete the “Employee” section of the “Travel or Relocation Request Form” provided with this policy and submit it to your manager along with your request *at least 60 days* prior to your intended relocation.
- Your manager may deny your request. However, if your manager supports your request, that is not to be considered final approval. You must then submit the “Employee” section of the “Travel or Relocation Request Form” to Human Resources at least **45 days** prior to your relocation, so that the Company may assess your request.
- If the Company denies your request, you will not be permitted to work from the Alternative Location as you requested.
- If the Company approves your request, you will be informed, in writing, of the approval and any restrictions regarding your travel, including approved dates. You may also be asked to sign a “Remote Working Agreement.” If you are asked to sign a Remote Working Agreement, it must be signed by you prior to the date you want to start working from the Alternative Location.
- You should not consider your request approved until you receive a written approval from Human Resources, have signed the Remote Working Agreement (if requested). Accordingly, you **SHOULD NOT** finalize travel or relocation plans until you receive written approval from Human Resources and have reviewed and signed the Remote Working Agreement (if requested).

Travel Lasting Longer Than Thirty (30) Days and Permanent Relocations – Foreign Countries (Except Restricted Countries)

- If you wish to work for thirty days or longer from an Alternative Location that is a different country than the country in which you are currently authorized to work, as reflected in Workday, you must complete the “Employee” section of the “Travel or Relocation Request Form” provided with this policy and submit it to your manager along with your request *at least 60 days* prior to your intended relocation.
- Your manager may deny your request. However, if your manager supports your request, that is not to be considered final approval. Your manager must then complete the “**Manager**” section of the “Travel or Relocation Request Form” and submit it to Human Resources at least **45 days** prior to your relocation, so that the Company may assess your request.
- If the Company denies your request, you will not be permitted to work from the Alternative Location as you requested.
- If the Company approves your request, you will be informed, in writing, of the approval and any restrictions regarding your travel, including approved dates. You may also be asked to sign a “Remote Working Agreement.” If you are asked to sign a Remote Working Agreement, it must be signed by you prior to the date you want to start working from the Alternative Location.
- Following HR approval, you must also submit a ticket in InforCRM referencing the destination of your travel and approved dates.
- You should not consider your request approved until you receive a written approval from Human Resources, have signed the Remote Working Agreement (if requested), and have entered a ticket

in InforCRM disclosing your travel. Accordingly, you SHOULD NOT finalize travel or relocation plans until you receive written approval from Human Resources and have reviewed and signed the Remote Working Agreement (if requested).

Please note, you must also be able to provide documentation to Human Resources evidencing proper legal authorization to work in that country (e.g. citizenship, permanent residency, a work visa, a work permit, etc.). We cannot permit employees to work for longer than 30 days in countries in which the employee is not legally authorized to work. Please be advised, the Company cannot sponsor or support your application for work authorization in a foreign country unless there is a business need requiring your presence in that country.

Further, our companies cannot allow employees to work for thirty days or longer in countries where the Company is not legally authorized to be an employer. Exceptions to this restriction will be considered in extraordinary circumstances on a case-by-case basis.

If the Company that you work for is not legally authorized to be an employer in the Alternative Location, and an exception is approved, then your employment relationship may be required to transition to an in-country affiliate or third-party “employer of record” while you are working from the Alternative Location.

The additional costs associated with using an employer of record and any related costs will need to be approved by your manager (and possibly additional upline managers depending on the cost). In addition, among other things, your wages may change, you may be paid in a different currency, you may be subject to different tax withholdings, and your medical benefits may change or be unavailable.

When considering and reviewing these requests, managers and employees should consider the increased costs and administrative resources required to evaluate and manage such requests, which may include engagement of outside legal counsel, changes in the employee’s rate of pay, and costs of employing a remote employee through a third-party employer of record, among others.

Any Travel to Restricted Countries

Some countries have been determined to present security risks to our systems and are, accordingly, blocked from systems access by the IT department, as outlined in the “Conditional Access Policy”. Other countries are subject to international sanctions or restrictions which make remote work unavailable there. As of the date on this policy, the countries with access restriction are listed below under “Restricted Countries.”

Generally, requests to work from a Restricted Country for *any* period of time will be approved only in exceptional circumstances. If you would like to make a request to work in a Restricted Country, you must follow the same steps, above, as requesting to work from any other foreign country, though additional information may be required.

IT and Systems Resources Considerations

It is your responsibility to contact and let your local IT team know of your plans prior to travel, to make sure you are able to remotely access any resources required to perform your job. You are expected to perform your job satisfactorily while working remotely and your inability to access required resources due to IT restrictions will not be an acceptable excuse for poor performance.

Personal Considerations

Before you make a request to work remotely, you should consider the following. This is not an exhaustive list. If you have any questions about the impact of working remotely, please contact Human Resources.

- You will be expected to perform your job duties regardless of location. This may mean working “normal” business hours in your home time zone while working in a different time zone. This also means you are responsible for making sure you have appropriate working conditions and a reliable internet connection during your travel. Working remotely, a lack of connectivity, or a lack of adequate work facilities will not excuse poor job performance. Please consult with your manager regarding expectations during your travel.
- Your medical insurance and other Company-provided benefits may not be applicable or effective in an Alternative Location. It is your responsibility to review your Company benefits and make appropriate arrangements related to travel. Company will not do this for you, and an approval of a remote working request should not be considered a representation regarding continuation or applicability of any Company benefits, including medical insurance.
- Local benefits such as, for example, workers’ compensation insurance, may not be available if you are working from an Alternative Location. It is your responsibility to be familiar with these benefits so that you may make appropriate arrangements. Company will not do this for you.
- You are not to represent to any foreign government or authority that the purpose of your trip is to work for your Company remotely, or that you are there at Company’s request. You are responsible for any travel restrictions and dealing with customs or other officials at international borders. Company assumes no financial, legal, or other responsibility related to your travel. If you are prohibited from entering or leaving a particular country, or encounter legal troubles related to immigration or otherwise, it is your responsibility.
- In most cases, failure to return to your home location on the approved return date, regardless of the reason, will be considered an immediate resignation of employment. In extenuating circumstances, the Company, in its sole discretion, may extend your approval, or permit you to use paid or unpaid time off to cover any period of time beyond the approved date. However, this is the exception and may not be available in all situations.

Questions and Concerns

If you have questions or concerns about this policy, or decisions regarding your remote work requests, you are encouraged to bring these issues to the attention of Human Resources.

Restricted Countries

Constellation Software, Inc. and its operating groups collectively maintain a list of restricted countries for purposes of ensuring compliance with applicable sanctions control laws, and the Perseus IT team maintains a list of countries that are restricted due to heightened data security threats. Following is the Perseus list of restricted countries for purposes of this policy as of the date of this policy, which may be updated from time to time.

Afghanistan	Democratic Republic of the Congo	Iraq	Nicaragua	South Sudan
Algeria	Djibouti	Kenya	Niger	Sudan
Angola	Dominican Republic	Lebanon	Nigeria	Swaziland
Belarus	Equatorial Guinea	Lesotho	North Korea	Syria
Benin	Eritrea	Liberia	Republic of Congo	Tanzania
Botswana	Ethiopia	Libya	Reunion	Togo
Burkina Faso	Gabon	Madagascar	Russia	Tunisia
Burma (Myanmar)	Gambia	Malawi	Rwanda	Turkey
Burundi	Ghana	Malaysia	Saint Helena	UAE
Cameroon	Guinea Bissau	Mali	Sao Tome and Principe	Uganda
Central African Republic	Guinea	Mauritania	Saudi Arabia	Ukraine
China (People's Republic)	Haiti	Mauritius	Senegal	Venezuela
Comoros	Honduras	Morocco	Seychelles	Yemen
Cote d'Ivoire	Hong Kong	Mozambique	Sierra Leone	Zambia
Cuba	Iran	Namibia	Somalia	Zimbabwe

TRAVEL OR RELOCATION REQUEST FORM

TO BE COMPLETED BY EMPLOYEE:

1. Operating Group: ADD RESPONSE
2. Portfolio: ADD RESPONSE
3. Business Unit: ADD RESPONSE
4. Manager: ADD MANAGER
5. Name of employee: ADD EMPLOYEE NAME
6. Employee's title: ADD EMPLOYEE TITLE
7. Employee current location (e.g., where they were hired to work): ADD SPECIFIC EMPLOYEE LOCATION
8. Employee (proposed) new location (e.g., their Alternative Location): ADD SPECIFIC PROPOSED LOCATION
9. Is this permanent/temporary? ADD RESPONSE
10. How long is the employee expected to be at the new location? ENTER DAYS
 - a. Expected start date: ENTER DATE
 - b. Expected return date: ENTER DATE
11. If this move is outside of the country, does the employee have the applicable legal authorization to work in that country (e.g. citizenship, permanent residency, work visa, work permit, etc.). Please include the type of authorization in your response)? ADD DETAILED RESPONSE
12. Are there any other details or areas of concern that we should be aware of? ADD RESPONSE

TO BE COMPLETED ONLY BY THE EMPLOYEE'S MANAGER:

1. Summary of Job Duties:
 - a. Please provide a description of the employee's job duties that will continue while they are working remotely. ADD RESPONSE
 - b. Does the employee have access to customer data or to any personal data, protected health information, payment card information, or other sensitive data? If so, please describe the nature of the data. ADD RESPONSE
 - c. Are there any restrictions on the location from which the data the employee has access to can be accessed (e.g., any customer contract restrictions)? ADD RESPONSE
 - d. What systems (e.g., operating group O365 environment, BU customer-facing systems, development environments, etc.) does the employee have access to, and is that access expected to continue while the employee is working remotely? ADD RESPONSE
2. IT Security
 - a. Will the employee be working in the same capacity while in the new location? ADD RESPONSE
 - b. Will the employee be using their own device(s) or company-issued device(s) to work while remote? Please list all devices that the employee will be using in connection with their remote work. ADD RESPONSE

- c. Has IT been contacted to ensure that any devices that the employee will be using while working remotely are sufficiently encrypted and equipped with appropriate security measures? ADD RESPONSE
- 3. Are there any other details or areas of concern that we should be aware of? ADD RESPONSE