

Policy & Procedures

Page 1 of 2

Title: Remote and Hybrid Worker Policy		Effective Date: November 6, 2023
Prepared by: <i>HR Department</i>	Reviewed by: <i>Luther Willems, Vice President, CHRO</i>	Approved by: <i>Luther Willems, Vice President, CHRO</i>

POLICY SUMMARY

When applicable, POOLCORP may allow authorized employees to work from a home office, on the road, or in a satellite location. POOLCORP will outline the company's expectations and guidelines for remote and hybrid workers.

PURPOSE

This policy contains the terms and conditions for working remotely, either on a full-time or occasional basis. It should act as a guide for both management and the employee and read thoroughly to ensure all parties understand the expectations.

PROCEDURES

Eligibility

An employee may be eligible to work remotely if their duties can be met through basic hardware and software requirements; the employee has demonstrated they are disciplined, self-motivated, and has been granted permission to do so by their manager. Each request for remote work will be evaluated on a case-by-case basis. All remote work arrangements are subject to review at any time by management. Upon review, management reserves the right to modify or discontinue remote work arrangements at any time for any or no reason.

Rules and other company policies

- While working remotely, employees must adhere to all the conditions outlined in the Employee Handbook.
- No use of personal computers, tablets, cell phones, or any other electronic devices to perform work duties.
- All company policies around conduct, confidentiality, PTO, etc. continue to apply, regardless of location.
- Work location should align with your assigned work location as assigned upon hire for tax purposes.
- Disciplinary actions will follow company policy if transgressions arise.

Work expectations

- Employees must follow the work schedule provided to them by their manager, meet established deadlines, uphold high-quality standards, and submit regular progress reports, if applicable, to their role.
- Performance will be measured regularly, focusing on the same metrics that apply to work completed in the office.
- A suitable work area will be required to include a work surface (such as a desk), chair, and high-speed internet.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- Arrangements for childcare should be made in advance to ensure productivity during work hours and to lessen distractions.

Policy & Procedures

Page 2 of 2

Communication

- Employees are expected to be online and accessible throughout their scheduled work hours.
- Any correspondence from a co-worker or client must be answered as soon as possible.

Insurance and liability

- Employees working remotely will receive equivalent company benefits, including health insurance and worker's compensation, to their coworkers who work in the office.
- Only equipment owned by the company and on loan to the employee is covered by the company's chosen insurer.

Security

- As per the Employee Handbook and the confidentiality agreement signed by the employee upon hire, securing data and company information should be of utmost concern. Any breaches in security protocol will lead to disciplinary action.
- Employees will be given access to a Virtual Private Network (VPN) to secure connection with company servers and networks. The VPN must be used at all times during working hours.
- Employees will refrain from using publicly accessible Wi-Fi.
- Employees are expected to update all equipment security software as directed from IT department.

Compensation

- Employee base compensation will remain the same, regardless of physical location. Remote employees are eligible for merit raises, promotional increases, and/or bonuses based on established company policies and regular performance reviews and in accordance with compensation policies.
- Non-exempt employees must record all hours worked and adhere to all state laws regarding meal and rest periods.

All remote work arrangements are subject to review at any time by management. Upon review, management reserves the right to modify or discontinue remote work arrangements.