# ****Telecommuting Agreement****

This is to acknowledge that I have read and reviewed this Telecommuting Agreement. I understand the details of the program and that it is subject to change at the discretion of Wizzard Technologies, Inc. Management.

**Telecommuting Agreement Terms & Conditions**

**I. Eligibility**

1. To be considered for a telecommuting arrangement, employees must have:

* Successfully completed their probationary and training period;
* Have a satisfactory performance record; and
* Perform non-location specific job responsibilities requiring minimal supervision deemed appropriate for a telecommuting arrangement

**II. General Work Arrangement**

This is an arrangement between Wizzard Technologies, Inc. (“the employer,” or “company”) and ALDREN M. BUBAN (“the employee”) to establish the terms and conditions for performing work at an alternate site on a regular basis (e.g., on the same days every month, or on some routine basis).

1. This agreement will be reviewed periodically. This agreement may be modified or canceled at any time by Wizzard Technologies, Inc.  The following conditions apply:

* Employee’s telecommuting schedule is set with employee's supervisor. This schedule is to remain consistent and not altered unless agreed upon with the employee's supervisor.
* Employee’s regular telecommuting site location is to be agreed upon with the employee's supervisor.
* Employee’s regular telecommuting phone number is to be shared with the employee's supervisor.

2. While telecommuting, the employee will:

* Remain accessible during telecommute work schedule;
* Check-in with supervisor (Team Leader or Senior Manager) to discuss work status and open issues;
* Be available for teleconferences, scheduled on an as-needed basis;
* Be available to come into the office or client site if a business need arises;

3. Employee’s duties, obligations, responsibilities, and conditions of employment with the company remain unchanged except with those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the main worksite (e.g. company office). The supervisor (Team Leader or Senior Manager) reserves the right to assign work as necessary at any work site.

4. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that the employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein. Telecommuting is a privilege, not a right or organization-wide benefit; the company reserves the right to terminate the agreement and revoke this privilege at its discretion.

**III. Safety and Equipment: Information Security**

1. Employee agrees to maintain a safe, secure, and ergonomic work space or work station and to report work-related injuries to the employee’s supervisor at the earliest reasonable opportunity. The employee agrees to hold the company harmless for injury to others at the alternate worksite. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

* The employee is responsible for providing space, telephone, printing, and networking and/or internet capabilities at the telecommute location and may not be reimbursed by the employer for these or related expenses. The Internet must provide sufficient bandwidth in order to allow the employee to work without any hindrance. Use of company VPN (if available) is required when working at the alternate worksite on all devices used for company business.
* The employee agrees to protect company-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process in which the information is stored.
* The employee agrees to report to the employee’s supervisor any incidents of loss, damage or unauthorized access at the earliest reasonable opportunity.
* The employee understands that all equipment, records, and all materials provided by the company shall remain the property of the company.

2. The employee understands and agrees that the employee’s personal vehicle may not be used for business. For more information on commuter and travel expenses, the employee should refer to the company policy provided by HR.

3. Employee understands and agrees that the company does not cover their home for liability; that the employee needs to get their own homeowners' policy to extend coverage; that the whole house would not be covered for worker’s compensation – only the designated workspace. A representative for the company may ask for proof of such coverage from the employee if the need arises.

4. Telecommuting is not designed to be a replacement for appropriate childcare. As a general guideline, a telecommuting arrangement is not available if the employee is providing care to dependents or family members in their home while working.

5. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. These types of temporary telecommuting arrangements fall outside the scope of the Telecommuting Agreement.

6. Employee agrees to return company-owned equipment, records, and materials within 3 days of termination of this agreement (if applicable). Within 3 days of notice – written or otherwise, the employee must return company-owned equipment for inspection, repair, replacement, or repossession.

Employee's signature below is acknowledgement that the employee has read and understood the terms of this Telecommuting Agreement.

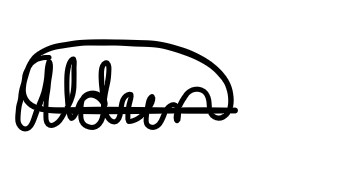
# Employee Acknowledgement and Signature

I acknowledge that I have received a copy of Wizzard Technologies Inc.’s Work From Home policies and Telecommuting Agreement.  I have read and understood the contents of the policies and will act in accord with these policies and procedures as a condition of my employment with Wizzard Technologies, Inc..

I understand that if I have questions or concerns at any time about the policies, I will consult my immediate manager, or the Operations Team.

Finally, I understand that the contents of this document are simply policies and guidelines, not a contract or implied contract with employees. The contents of these policies may change at any time.

Please read these policies carefully before you sign this document.



Employee Signature

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Date Signed

09/01/2022

Employee Name (Printed Name)

ALDREN M. BUBAN