

# **SUMMIT DIGITAL SOLUTIONS REMOTE WORK POLICY AND GUIDELINES**

**Effective Date: January 15, 2024**

**Document Version: 2.0**

**Policy Owner: Human Resources Department**

**Approved By: Executive Leadership Team**

## **1. PURPOSE AND SCOPE**

1. This Remote Work Policy ("Policy") establishes guidelines and expectations for remote work arrangements at Summit Digital Solutions, Inc. ("Company"). This Policy applies to all employees, contractors, and consultants who work remotely, whether on a full-time, part-time, or temporary basis.
2. The Company recognizes the benefits of flexible work arrangements while maintaining operational excellence in delivering digital transformation services to our clients.

## **2. DEFINITIONS**

1. "Remote Work" refers to work performed outside of a Company office location, including home offices or other approved workspaces.
2. "Eligible Employee" means any full-time or part-time employee who has completed their 90-day probationary period and whose job functions can be performed remotely without diminishing service quality or operational effectiveness.
3. "Core Hours" are defined as 10:00 AM to 3:00 PM Eastern Time, during which all remote employees must be available for collaboration and meetings.

## **3. ELIGIBILITY AND APPROVAL**

1. Remote work eligibility is determined based on:
  - a) Job role and responsibilities
  - b) Performance history and demonstrated ability to work independently
  - c) Technical requirements and security considerations

d) Business needs and client service requirements

2. Remote work arrangements must be approved by:

a) Immediate supervisor

b) Department head

c) Human Resources

#### **4. TECHNOLOGY AND SECURITY REQUIREMENTS**

1. Remote employees must maintain:

a) Company-issued laptop with current security software

b) Secure high-speed internet connection (minimum 100 Mbps)

c) Virtual Private Network (VPN) access

d) Multi-factor authentication for all system access

e) Encrypted communication channels for client data

2. Security Protocols:

a) Strict adherence to Company's Information Security Policy

b) Regular security training completion

c) Immediate reporting of security incidents

d) Prohibition of public Wi-Fi for client work

#### **5. WORK EXPECTATIONS AND AVAILABILITY**

1. Remote employees must:

a) Maintain regular work hours as agreed with supervisor

b) Be available during core hours

c) Respond to communications within 2 hours during work hours

d) Update calendar and status indicators to reflect availability

e) Attend all required virtual meetings and training sessions

2. Performance Standards:

a) Meet all established productivity metrics

b) Maintain quality standards for deliverables

- c) Document work progress in designated project management systems
- d) Participate in regular performance reviews

## **6. WORKSPACE AND EQUIPMENT**

1. Remote employees must maintain a dedicated workspace that:

- a) Is quiet and professional for video calls
- b) Meets basic ergonomic requirements
- c) Ensures client confidentiality
- d) Complies with basic safety standards

2. The Company will provide:

- a) Standard technology package
- b) Necessary software licenses
- c) Annual stipend for home office equipment (\$500)

## **7. EXPENSES AND REIMBURSEMENT**

1. Reimbursable Expenses:

- a) Pre-approved office supplies
- b) Required software subscriptions
- c) Business-related phone charges
- d) Pre-approved travel to office locations

2. Non-reimbursable Expenses:

- a) Internet service
- b) Utilities
- c) Home office furniture
- d) Personal computer equipment

## **8. COMPLIANCE AND TERMINATION**

1. Remote work arrangements may be modified or terminated if:

- a) Performance standards are not met
- b) Security protocols are violated

- c) Business needs change
- d) Technical requirements cannot be maintained

2. The Company reserves the right to:

- a) Modify this Policy at any time
- b) Require return to office with 30 days' notice
- c) Conduct virtual or physical workspace inspections
- d) Audit compliance with security requirements

## **9. ACKNOWLEDGMENT**

I acknowledge that I have read and understand this Remote Work Policy and agree to comply with all terms and conditions outlined herein.

**Employee Name:** \_

**Employee Signature:** \_

**Date:** \_

**Manager Approval:**

**HR Approval:**

**Date:** \_

## **10. POLICY ADMINISTRATION**

Policy Number: HR-2024-RW-001

Last Updated: January 15, 2024

Next Review Date: January 15, 2025

Contact: HR Department (hr@summitdigital.com)