

Remote Work Policy Guidelines 2023

Summit Digital Solutions, Inc.

Effective Date: January 1, 2023

Last Updated: December 15, 2022

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1. Purpose and Scope

1. This Remote Work Policy ("Policy") establishes guidelines and requirements for remote work arrangements at Summit Digital Solutions, Inc. ("Company"). This Policy applies to all full-time and part-time employees who are eligible for remote work privileges.
2. The Company recognizes the evolving nature of workplace dynamics and the demonstrated benefits of flexible work arrangements in enhancing productivity, employee satisfaction, and operational efficiency.

2. Definitions

1. "Remote Work" refers to work performed at a location other than the Company's official offices or client sites.
2. "Hybrid Schedule" refers to a combination of remote and in-office work arrangements.
3. "Primary Worksite" refers to the employee's designated remote work location.

3. Eligibility

1. Remote work eligibility is determined based on:
 - a) Job role and responsibilities
 - b) Performance history
 - c) Technical capabilities
 - d) Department operational requirements
 - e) Client service requirements
2. The following positions are generally eligible for remote work:
 - Software Development Teams

- Data Analytics Professionals
- Project Management Staff
- Digital Transformation Consultants
- Administrative Support Personnel

3. Client-facing roles may require hybrid arrangements based on specific project requirements.

4. Work Schedule and Availability

1. Remote employees must:

- a) Maintain core working hours of 10:00 AM - 3:00 PM EST
- b) Be available via approved communication channels
- c) Attend scheduled virtual meetings
- d) Update calendar and status indicators appropriately

2. Employees must obtain supervisor approval for any modifications to standard working hours.

5. Technology Requirements and Support

1. The Company will provide:

- Laptop computer
- Security software
- VPN access
- Collaboration tools licenses
- Cloud storage access

2. Employees must maintain:

- Reliable high-speed internet (minimum 100 Mbps)
- Dedicated workspace
- Video conferencing capabilities
- Secondary monitor (recommended)

6. Security and Confidentiality

1. Remote employees must:

- a) Use Company-approved security protocols
- b) Maintain confidentiality of proprietary information
- c) Secure physical and digital assets
- d) Report security incidents immediately
- e) Complete quarterly security training

2. Prohibited activities include:

- Using public Wi-Fi without VPN
- Sharing work devices with non-employees
- Storing company data on personal devices
- Printing confidential materials without approval

7. Performance Expectations

1. Remote employees are subject to:

- Regular performance reviews
- Project milestone tracking
- Time tracking requirements
- Quality assurance metrics
- Client satisfaction scores

2. Managers will conduct monthly virtual check-ins and quarterly performance assessments.

8. Expenses and Equipment

1. The Company will reimburse:

- Home office setup (up to \$500)
- Monthly internet stipend (\$50)
- Required software licenses
- Approved office supplies

2. Non-reimbursable expenses include:

- Utilities
- Home maintenance

- Personal computer equipment
- Furniture beyond initial setup

9. Compliance and Termination

1. The Company reserves the right to:

- Modify this Policy at any time
- Revoke remote work privileges
- Require temporary office attendance
- Conduct virtual workspace audits

2. Policy violations may result in:

- Disciplinary action
- Termination of remote work privileges
- Performance improvement plans
- Employment termination

10. Acknowledgment

I acknowledge receipt and understanding of this Remote Work Policy and agree to comply with all terms and conditions herein.

Employee Name: _

Employee Signature: _

Date: _

Approved by:

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Date: December 15, 2022