

# **REMOTE WORK POLICY**

## **CONTROLSYNC SOLUTIONS**

### **1. Purpose and Scope**

This Remote Work Policy ("Policy") establishes guidelines for remote and hybrid work arrangements at ControlSync Solutions. The purpose of this policy is to provide a structured framework for employees to work effectively outside of traditional office environments while maintaining productivity, collaboration, and organizational cohesion.

This policy applies to all full-time and part-time employees of ControlSync Solutions who are eligible for remote or hybrid work arrangements. The policy outlines expectations, responsibilities, and operational standards for employees working remotely.

### **2. Definitions**

2.1 "Remote Work" means work performed by an employee from a location other than the company's primary office, typically from an employee's home or alternative work location.

2.2 "Hybrid Work" refers to a flexible work model where employees split their work time between the company office and a remote location.

2.3 "Eligible Positions" are roles determined by management to be suitable for remote or hybrid work arrangements based on job responsibilities, performance, and operational requirements.

### **3. Eligibility Criteria**

3.1 Employee Qualifications - Minimum of six (6) months continuous employment with ControlSync Solutions - Demonstrated consistent performance rating of "meets" or "exceeds expectations" - Job responsibilities compatible with remote work - Ability to maintain secure and productive work environment

3.2 Performance Standards Employees must: - Maintain regular communication with team members and supervisors - Meet or exceed performance metrics - Be available during core business hours (9:00 AM - 3:00 PM Central Time) - Respond to communications within two (2) hours during standard work hours

## **4. Work Arrangements**

4.1 Remote Work Models - Full-time Remote: 100% work from approved non-office location - Hybrid Remote: Combination of office and remote work (typically 2-3 days per week) - Temporary Remote: Short-term remote work arrangements

4.2 Approval Process - Submit written remote work request to immediate supervisor - Complete remote work assessment - Obtain departmental and HR approval - Execute formal remote work agreement

## **5. Technology and Equipment**

5.1 Company-Provided Equipment - Laptop computer - Secure VPN access - Necessary software licenses - Optional secondary monitor

5.2 Employee Responsibilities - Maintain equipment in good working condition - Use equipment exclusively for business purposes - Report any technical issues immediately - Comply with company cybersecurity protocols

## **6. Compensation and Benefits**

6.1 Compensation - No reduction in base salary for approved remote work arrangements - Standard performance expectations apply - Overtime and compensation policies remain unchanged

6.2 Expense Reimbursement - Monthly internet stipend of \$75 - One-time home office setup allowance of \$500 - No reimbursement for personal utility costs

## **7. Security and Confidentiality**

7.1 Data Protection - Use company-provided encryption technologies - Maintain secure, private workspace - Prohibit unauthorized access to company systems - Comply with data protection agreements

7.2 Confidentiality Requirements - Execute updated confidentiality agreement - Protect proprietary company information - Use secure communication channels - Report potential security breaches immediately

## **8. Performance Management**

8.1 Monitoring and Evaluation - Regular performance check-ins - Quarterly remote work performance assessments - Potential on-site requirement if performance declines

8.2 Revocation of Remote Work The company reserves the right to modify or terminate remote work arrangements based on: - Decreased individual or team performance - Operational requirements - Technology or security concerns

## **9. Health and Safety**

9.1 Workspace Requirements - Dedicated, ergonomic workspace - Compliance with occupational safety standards - Proper lighting and minimal distractions

9.2 Workers' Compensation Limited coverage for work-related injuries during remote work hours, subject to company policy and state regulations.

## **10. Acknowledgment and Agreement**

By participating in remote work arrangements, employees acknowledge understanding and agreement to all terms outlined in this policy.

## **11. Policy Modifications**

ControlSync Solutions reserves the right to modify this Remote Work Policy at any time, with written notice to employees.

## **12. Effective Date**

This policy is effective January 1, 2023, superseding all previous remote work guidelines.

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Approved By: Elena Rodriguez, Chief Human Resources Officer Date: January 1