

Remote Work Policy and Guidelines

Nexus Intelligent Systems, Inc.

1. Purpose and Scope

1 This Remote Work Policy ("Policy") establishes comprehensive guidelines for remote and hybrid work arrangements at Nexus Intelligent Systems, Inc. (the "Company"), effective immediately.

2 The Policy applies to all full-time and part-time employees across all departments and organizational levels, with specific provisions tailored to different roles and operational requirements.

2. Definitions

1 "Remote Work" shall mean work performed outside the Company's primary physical office locations, typically from an employee's home or alternative work environment.

2 "Hybrid Work" refers to a flexible arrangement combining in-office and remote work schedules.

3 "Eligible Positions" are roles determined by department leadership as suitable for remote or hybrid work arrangements based on operational requirements and technological capabilities.

3. Eligibility Criteria

1 Remote work eligibility shall be determined by:

- a) Job function compatibility
- b) Demonstrated performance history
- c) Technology infrastructure requirements
- d) Departmental operational needs

2 Employees must meet the following minimum requirements:

- Minimum six (6) months of continuous employment
- Satisfactory performance rating in most recent review
- Ability to maintain secure and productive work environment
- Access to reliable high-speed internet connection
- Compliance with Company cybersecurity protocols

4. Technology and Infrastructure

1 The Company will provide:

- Company-issued laptop or workstation
- Secure virtual private network (VPN) access
- Collaboration software licenses
- Cybersecurity monitoring and support

2 Employees are responsible for:

- Maintaining a secure, professional home workspace
- Protecting Company data and equipment
- Reporting potential security vulnerabilities
- Ensuring consistent internet connectivity

5. Work Hours and Availability

1 Remote employees must:

- Maintain standard business hours (9:00 AM - 5:00 PM local time)
- Be available during core collaboration hours
- Respond to communications within 60 minutes during business hours
- Track and report work hours accurately

2 Flexible scheduling may be approved on a case-by-case basis by direct supervisors.

6. Performance Expectations

1 Remote workers will be evaluated using the same performance metrics as on-site employees, including:

- Project completion rates
- Quality of work
- Client/team collaboration
- Meeting deadlines
- Responsiveness and communication

2 Performance will be assessed quarterly with potential adjustments to remote work status.

7. Compliance and Security

1 Employees must:

- Execute additional confidentiality agreements
- Complete mandatory cybersecurity training
- Use only Company-approved communication channels
- Protect proprietary and client information

2 Violation of security protocols may result in immediate termination of remote work privileges.

8. Health and Safety

1 Employees are responsible for maintaining a safe home workspace consistent with OSHA guidelines.

2 The Company reserves the right to conduct virtual workspace assessments to ensure compliance.

9. Expense Reimbursement

1 The Company will provide:

- Monthly internet stipend
- Home office equipment allowance
- Ergonomic assessment and equipment

2 Reimbursement is subject to annual review and approval.

10. Policy Modification

1 This policy may be modified at the Company's sole discretion.

2 Employees will receive 30 days' notice of significant policy changes.

11. Acknowledgment

By participating in remote work arrangements, employees acknowledge understanding and agreement with these guidelines.

Executed this 22nd day of January, 2024

—
Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.