

To All Employees,

### **Clarification on WFH Equipment and Temporary Stipend**

#### **1. Purpose**

This circular provides a follow-up to the "Temporary Mandatory Remote Work Policy" (HRO'S CIRCULAR NO: 01/2020 ). As this temporary remote work period extends, we are providing clarification on equipment and introducing a new, temporary stipend to help employees manage their home office environment.

#### **2. Scope**

This policy applies to all employees currently working remotely under the mandatory HRO'S CIRCULAR NO: 01/2020 policy.

#### **3. Equipment Policy Clarification**

We have received many questions regarding home office equipment.

- **Office Chairs:** We have determined that due to logistical and liability constraints, employees are **not** permitted to take their office chairs home. We apologize for this inconvenience.
- **Monitors:** As stated in HRO'S CIRCULAR NO: 01/2020 , employees may take one (1) company-issued monitor. Taking additional monitors or other equipment (like docking stations) requires manager and IT approval.
- **IT Support:** The IT Help Desk is operating remotely. Please log all support tickets through the online portal. Hardware issues (e.g., laptop failure) will be handled on a case-by-case basis with a scheduled, no-contact swap at the office.

#### **4. New Temporary WFH Stipend**

To assist with the costs of setting up a more comfortable and productive home workspace, the company is issuing a new, temporary stipend.

- **Amount:** A one-time, taxable payment of \$250 will be provided to all active, full-time employees.
- **Purpose:** This stipend is intended to help cover costs for items such as a personal office chair, a headset, or to offset increased utility and internet costs.
- **Payment:** This payment will be included in the next regular paycheck, processed on May 15, 2020. No expense report is needed.
- **Relation to Previous Stipend:** This new \$250 stipend is separate from and in addition to the \$100 stipend mentioned in HRO'S CIRCULAR NO: 01/2019. Employees who previously claimed the \$100 stipend are still eligible for this new \$250 payment.

## 5. Data Security Reminder

We must re-emphasize the critical importance of data security during this period.

- **Secure Networks:** All employees must ensure their home Wi-Fi network is password-protected.
- **VPN:** The company VPN must be used when accessing any internal company systems or sensitive client data.
- **Confidentiality:** Be mindful of your surroundings. Do not discuss confidential information where it can be overheard. Ensure your screen is not visible to others.
- **Prohibited Devices:** Use of personal computers, tablets, or non-company-approved devices for work is strictly forbidden.

## 6. Policy Duration

This circular and the stipend it details are temporary measures in response to the ongoing health crisis. They do not represent a permanent change to company policy. The "Temporary Mandatory Remote Work Policy" (HRO'S CIRCULAR NO: 01/2020 ) remains in effect until further notice.

This document, HRO'S CIRCULAR NO: 02/2020 , is an addendum to HRO'S CIRCULAR NO: 01/2020 . Both are the governing policies during this temporary period.

We continue to monitor the situation and will provide updates as they become available. We thank you for your incredible adaptability and hard work during this challenging time.

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