Annual Home Inspections CST utilizes random selection website to Colleague Support CST utilizes HR Work from Home (WFH) Home Inspection List sent to site POC select colleagues to Team (CST) creates reporting to match to confirm correct **Flow Chart** list of all current be home inspected up address with address WFH colleagues based of selection selected colleagues criteria POC and WFH POC Training: CST CST provides WFH Site POC and WFH POC and WFH Inspectors identify meet with POC to Home Inspection Inspectors map Inspectors who will be notifying review process of Template to report routes by distance coordinate with RP WFH colleague WFH home results of home to determine routes to scheduling home when inspectors inspection inspections for inspections inspections arrive Inspector notifies Physical Home Inspection - 2 site POC they have Once all home inspections are Inspector fill out Inspectors (male/female arrived at residence complete for site location, teams are recommended) Inspector(s) conduct home inspection Inspector(s) and Colleague WFH Home who notifies WFH Inspectors submits final sign form and discuss results travel to home address of and fill out Customer Care Work from nspection Template colleague by instant version of WFH Home selected WFH colleague Home (WFH) Home Inspection Form of the home inspection (Annual Inspection message the home Inspections Template to only) inspectors have Colleague Support Team arrived. OR Web Camera Inspection -If Non Compliant and not immediately rectified, 1 Inspector notifies Inspector(s) schedule another home inspection CST collects all data and reports colleague to turn on web results to appropriate within 10 business days of the original inspection camera leadership once all WFH home inspections are complete **Relocation Inspections** Colleague commutes to new location home Home inspection Inspector and Colleague sign form office to install and test conducted (web and discuss results of the home equipment/system camera or physical inspection once internet install is home inspection) completed If Non Compliant and not immediately rectified, Inspector(s) schedule another home inspection within 10 business days of the original inspection Office to Home and New Hire Inspections Recruiter/Hiring team Recruiter/Hiring Manager completes all team provided with discusses WFH Office WFH equipment delivered to HR fully vets colleague's Candidate accepts access requirements and WFH office Requirements with designated hub site or directly to position employment provides information for requirements (room candidate prior to WFH colleague equipment procurement with lock door, ect) employment Web camera or Colleague and designated physical home leader review and sign inspection is Colleague sets up equipment WFH Home Inspection conducted by Form designated leader If Non Compliant and not immediately rectified, Inspector(s) schedule another home inspection within 10 business days of the original inspection