

## **Durham Industrial Group – Remote work policy**

### **Policy Statement**

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Durham Industrial Group (DIG) facilitates employees to work remotely as per nature and scope of their work. Company also recognizes the importance of flexible work arrangements that would be supportive for a productive work-flow and also to prioritize health and safety of stakeholders during unforeseen circumstances.

### **Statement of Purpose**

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The purpose of this document is to state the remote working policy of DIG.

### **Scope**

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This policy applies for all employees of DIG who will be performing their work partly or fully remote.

### **Responsibilities while on remote work conditions**

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Any company provided business equipment must be handled in due diligence and such equipment must be used strictly for business purpose only. DIG business must be kept confidential and we expect you to avoid any exposure of business and legal matters to any third party without the consent of senior management.

You should use Sage Business Vision computer system for tasks you are performing. All records must be entered in to the system and keep login credentials safe and confidential.

### **Who will perform remote work?**

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Management will decide who will be performing remote work based on scope and nature of work.

### **Work hours**

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Work hours are 8.00 A.M. to 4.30 P.M. from Monday to Thursday, and 8.00 A.M. to 3.30 P.M. on Friday. May vary based on work location and scope of work. This should be discussed with the senior management team.

### **Absences and Leave**

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All absences and leave must be communicated and it should be according to Employment Standards Act.

### **Performance evaluation**

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Remote work should be performed as if the employee is performing on-site, in support for business goals and objectives. Performance will be evaluated annually. Refer Annex. 1 for remote work checklist.

### **Work relationships and team building**

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Be an active participant in team communication via zoom, skype, email, and phone calls. Any updates on business should be communicated/enquired with Sales Team and clarified with the Senior Management Team. Professional work behavior and online work etiquette is mandatory during business calls with all stakeholders.

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Jessica Harvey  
Director

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Date

## Remote work checklist

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When working remotely, there are several important things to be considered. Below is a checklist that you should check before starting your workday.

### 1. Online connection

- 1.1. Are your internet and mobile connections reliable?
- 1.2. Do you have access to company SAGE Business Vision?
- 1.3. Do you have access to company email and online platforms to connect with company management?

### 2. Workspace Health and Safety

- 2.1. Is your workplace free from interruptions?
- 2.2. Does your workplace is clean, tidy and bright?
- 2.3. Is your workspace well-equipped so that you are not prone to physical pains?

### 3. Technology and software

- 3.1. Do you have access to a laptop/desktop, mouse, and keyboard?
- 3.2. Do you have a headset in case your computer mic does not work?
- 3.3. Is your business mobile phone accessible for business calls and free of any interruptions?

### 4. Office supplies

- 4.1. Printing paper
- 4.2. Notebook for note keeping
- 4.3. Pens, highlighters
- 4.4. Stapler, puncture