

Remote Work Policy

While on assignment with a Company Client, you may be required to perform work remotely. When applicable, the policies and procedures below should be followed, along with any additional Client requirements, policies and procedures ("Client Rules") for performing your assignment, remotely.

Remote Work Policies and Procedures

Policy

To ensure the best possible remote work environment employees are required to follow Company policies and procedures, and applicable Client Rules that protect the interests and safety of all employees, regardless of the work location, and shall ensure, when applicable, that all Company remote work policies and procedures, and Client Rules and business objectives are met.

Conduct Guidelines

Any conduct that may be considered a violation of the Company's Conduct Guidelines—directly or indirectly--whether outlined herein or not, may result in disciplinary action, up to and including removal from your assignment and termination of employment:

- Theft or unauthorized removal or possession of Company or Client property without authorization.
- Falsifying Company or Client records or your employment records.
- Working under the influence of alcohol or drugs
- Possessing, distributing, selling, transferring, or using drugs while performing remote work, including while operating Company-owned or Client -owned vehicle or equipment.
- Exhibiting or engaging in threatening or violent behavior
- Damaging Company-owned or Client-owned property through negligence or improper use.
- Insubordinate or other disrespectful behavior.
- Rude or unprofessional behavior.
- Using profane or vulgar language.
- Sleeping on the job.
- Violating established safety or health requirements and policies.
- Smoking or vaping while performing work as a representative of the Company or Client and visually interfacing with the Company's Client or the Client's customers.
- Engaging in workplace harassment or workplace violence whatsoever, including in writing, orally or physically.
- Being absent from work without prior notice to the Company and/or your Client supervisor for two or more consecutive days, may be considered job abandonment and/or resignation without notice.
- Improper use of Company or Client owned equipment and devices, including but not limited to the improper use of telephones, laptops, tablets, headsets, Company or Client pre-paid mail or courier accounts, or other Company-owned equipment and/or digital platforms without prior written authorization.
- Visiting gaming, pornographic or other explicit or inappropriate and or unauthorized websites on a Company or Client owned property
- Personal phone use, including mobile phone use, during work hours.
- Disclosing confidential or proprietary or trade secrets of the Company or Client.

- Not performing your duties/work as directed and/or performing work unsatisfactorily.
- Publishing or distributing knowingly false or malicious statements concerning the Company, Clients, and/or their respective employees.
- Performing other work not related to your assignment, including but not limited to the care of others (i.e., children or elder care) during assigned work hours.

Personal Appearance

Employees are expected to be professional at all times while performing work, including but not limited to being appropriately dressed to conduct business. Employees should follow all applicable dress code guidelines of the Company or Client while performing work.

Safety and Workspace

Employees are expected to perform work in a safe and professional setting to include an appropriate workstation, as well as, maintain a safe and professional atmosphere conducive to producing and delivering consistent quality work.

It is recommended that Employees establish and/or are aware of proper protocols for evacuating your remote workspace in the event of an emergency. It is important to maintain a remote work environment that is free from environmental, electrical, or fall hazards. If any of the above-referenced hazards exists and cannot be remedied, please promptly notify the Company or your Client supervisor. If you suffer an injury while performing work remotely, you must notify the Company and the Client supervisor within 24 hours to investigate and report the situation / injury.

*Please note that some jurisdictions may require a visit to your remote work location.



Jurisdiction

The employee may not perform remote work outside of his/her assigned respective country in North America without advance written approval from the Company and the Client supervisor.

Access and Safeguarding

Employees may have access to TEKsystems and Client information that is considered to be confidential and sensitive in nature. It is the responsibility of the employee to properly safeguard all Company and Client confidential and or proprietary information. Some best practices / guidelines of for safeguarding information consist of, but not limited to:

- Secured internet access
- Locking your computer
- Creating strong log in passwords
- Shredding company / client documents that are being printed
- Storing any confidential information in locked cabinets
- Minimizing exposure of company and client information to others within the work area
- Not transporting any Company or Client issued device across country borders.

Hours Reporting

Unless otherwise notified, each employee is required to adhere to the Time Keeping policy of the Company, which requires employees to record all hours of work. Employees must ensure accuracy when submitting hours of work to a Client supervisor for approval. Recording another employee's hours of work or timecard submission may result in disciplinary action, up to and including removal from the assignment and termination of employment of all employees violating the Time Keeping policy.

From time to time employees may be asked to work additional hours. All hours worked must be recorded appropriately and paid at the applicable straight time and/or overtime rate during the payroll period worked. If you are asked to hold, bank or under report time in violation of this policy, report it immediately to the Company.

It is important and highly recommended to establish a "check in" schedule with the Company and your Client supervisor to ensure effective communication, planning and partnership throughout your assignment. The employee must also have a clear understanding of required hours of work and shall ensure adequate and required meal and rest breaks throughout the day are planned and taken, as required by law.

****Depending on your location, certain States or Provinces will also require the company to provide specific information regarding worksite location, schedule and hours, including breaks and overtime and end of assignment. This information will be provided prior to employees beginning the assignment. For more information, please speak to you TEKsystems representative ****

Supplies and Equipment

Employees performing work remotely will receive all required supplies to perform the essential functions of the work from the Company and/or the Client. Necessary work supplies, may include, but are not limited to:

- Laptop / Monitor
- Power cord

- Headset and Adaptor
- Name badge
- Necessary paperwork for job
- Hard drive
- Keyboard
- Mouse
- Phone
- Headset

It is the responsibility of the employee to ensure the supplies / equipment provided are well kept and maintained for the duration of the assignment. Employees are required to return all assigned supplies and equipment when an assignment and employment with the Company has ended. Employees may be required to pay for any lost, stolen, or broken equipment resulting from Employee's negligence, or gross misconduct, willful act(s) or dishonesty. Unless otherwise required by law, Employees may be responsible for repaying the value of the equipment as determined at the date of loss or damage.

Disruptions of Required Internet Service

In an event that the employee is without an internet connection for an extended period of time (at least an hour), the employee must immediately notify the Client supervisor and the Company to communicate the disruption of service. The employee may be asked to report into another work location to complete daily work.