

## Relocation Approval, Telecommuting Policy & Agreement

From: Jose Fernandez  
To: Tyler Jaquish  
cc: Sam Scherf  
Tyler Johnson  
Jess Carlos  
Human Resources & Payroll  
  
Date: June 19, 2020  
Subject: Relocation Approval and Telecommuting Policy & Agreement

Dear Tyler:

The purpose of this memo is to confirm that your request to relocate from La Jolla, California to Cheney, Washington as of July 1, 2020 has been approved, subject to the conditions below, and to outline the telecommuting policy and agreement you will be required to abide by as a full-time telecommuting worker.

Telecommuting does not change the terms and conditions of your at-will employment with StepStone Group LP ("StepStone"). This telecommuting arrangement will begin on July 1, 2020 and may be reviewed regularly and discontinued at will and at any time either by you or by StepStone. You will continue to receive your current base salary and you will be required to complete a new W-4 form and any Washington state specific paperwork prior to July 1, 2020.

You are approved to work remotely from your home office located at: 7114 W. Melville Rd, Cheney, Washington 99004. You must notify the Human Resources department of any intention to relocate to and/or work from another address within 30 days of relocating.

### **Scheduling**

You will be required to maintain your standard workweek of Monday through Friday, with general working hours established by your manager as per the requirements of your role, your team, and your department. Working hours may be revisited and revised by your manager as needed. Evaluation of your performance will include regular interaction by phone and e-mail between you and your manager, and weekly face-to-face meetings to discuss work progress and issues encountered.

### **Telecommuting Setup**

As you know, StepStone does not have an office in Washington, and we are approving these arrangements per your request. As a condition to the approval of your full-time telecommuting arrangements, StepStone requires that you have the appropriate equipment setup for a productive and ergonomic work environment and that you must provide all equipment at your own expense. Equipment requirements include:

- Dual monitors
- Keyboard
- Mouse
- Desk and chair workstation
- Distraction-free environment

### Security

Consistent with StepStone's expectations of information security for employees working at the office, you will be expected to ensure the protection of proprietary company and customer information accessible from your remote, home office. This may include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for your job and the environment. We refer you to the requirements set out in the most recent version of the StepStone Global Compliance Manual.

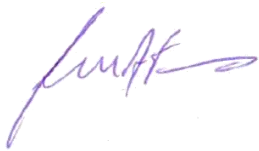
### Safety

You are expected to maintain your home workspace in a safe manner, free from safety hazards. Injuries sustained by you in a home office location and in conjunction with your regular work duties are normally covered by StepStone's workers' compensation policy. You are responsible for notifying your manager and/or the Human Resources department of such injuries as soon as practicable. You will be liable for any injuries sustained by visitors to your home worksite.

We are pleased to offer you the opportunity to relocate and continue to remain a productive team member at StepStone and we are hopeful this will be a rewarding and successful work arrangement. Your signature below acknowledges that you understand and agree to the telecommuting policy and requirements as outlined in this memo.

Thank you again for your ongoing contributions at StepStone.

Most sincerely,



---

Jose Fernandez  
Partner, Co-COO



---

Tyler Jaquish

6/22/20

---

Date