

## **Draft Remote Work Policy**

### **Purpose:**

The purpose of this policy is to establish guidelines and procedures for employees who are working remotely, outside of the Foundation's physical office, to ensure that work is completed in a safe, secure, and productive manner.

### **Scope:**

This policy applies to all employees who work remotely, whether on a full-time, part-time, or occasional basis.

### **Policy:**

#### **Eligibility**

The decision to approve remote work arrangements will be made by the employee's supervisor, in consultation with the HR department.

Employees who work remotely must have reliable and secure access to the Foundation's network and systems, as well as a suitable work environment that is free from distractions and conducive to productivity.

#### **Equipment and Resources**

The Foundation will provide necessary equipment and resources, such as laptops and software, to remote workers.

Remote workers must ensure that all equipment and resources provided by the Foundation are used only for work-related purposes and are not shared with unauthorized individuals.

#### **Work Hours and Communication**

Remote workers are expected to work the same hours as they would if they were in the office unless alternative hours have been agreed upon with their supervisor.

Remote workers must be available for communication during regular business hours, using Foundation-approved communication tools, such as email, instant messaging, or video conferencing.

#### **Security and Data Protection**

Remote workers must comply with all Foundation security policies and procedures, including password management, access controls, and data protection.

Remote workers must ensure that their work environment is secure, and that Foundation-owned equipment and resources are not left unattended in public areas.

## Expenses and Reimbursements

Option 1 - The Foundation is not responsible for providing or reimbursing employees for any costs associated with their remote work environment, such as internet and phone expenses unless the work at home is directed by the Foundation.

Or

Option 2 - The Foundation may provide reimbursement for reasonable and necessary expenses incurred by remote workers in the course of their work, such as internet and phone expenses. Remote workers must obtain prior approval from their supervisor for any expenses that they wish to be reimbursed.

Or

Option 3 - The Foundation will provide reimbursement for reasonable and necessary expenses incurred by remote workers in the course of their work, such as internet and phone expenses. Remote workers must obtain prior approval from their supervisor for any expenses that they wish to be reimbursed.

## Performance and Accountability

Remote workers will be held to the same performance standards as office-based employees and will be subject to the same performance management processes.

Supervisors will maintain regular communication with remote workers to ensure that work is progressing as expected and that remote workers have the necessary support and resources to be successful.

## Termination

Remote work arrangements may be terminated by either the employee or the Foundation, subject to the terms of any applicable employment agreements or policies.

Remote workers must return all Foundation-owned equipment and resources upon termination of their remote work arrangement.

## Enforcement:

Any violation of this policy may result in disciplinary action, up to and including termination of employment, and may also result in legal action in accordance with applicable laws and regulations.

## Review:

This policy will be reviewed and updated as needed, but at least annually, by the Foundation's Human Resources department to ensure that it remains current and effective.