



Applying innovation so organizations can better help all people enjoy the highest attainable quality of life and optimal health

Zane Networks' Remote Work Policy

Purpose

This remote work policy establishes guidelines for employees who work from a location other than our office.

Remote work can improve productivity, reduce traffic congestion, enhance work/life balance and protect the health and safety of employees during public health emergencies.

This policy is subject to change and may be discontinued (and/or adjusted) at will and at any time as public health guidelines or business needs evolve.

Scope

This remote work policy applies to all full-time, part-time and hourly eligible employees.

Eligibility requirements

Not all positions are appropriate for remote work.

Positions that may not be eligible for remote work include:

- *Employees in sales or client-facing roles.*
- *Employees who use certain equipment that cannot be replicated at home.*
- *Employees who require access to documents available only in the workplace.*
- *Employees who regularly interact in person with customers and clients.*

Remote work eligibility is indicated on the employee offer letter or Remote Work Agreement.

Work expectations and schedule

Employees who work remotely are expected to:

- *Work from a quiet and distraction-free working place*
- *Have an adequate internet connection and physical workspace.*
- *Have regularly scheduled and approved work hours.*
- *Adhere to usual break schedules.*
- *Be available for scheduled synchronous and asynchronous communication.*
- *Be fully accessible during assigned working hours.*
- *Respond to critical emails as quickly as possible.*

Team members and managers should meet frequently to discuss progress and results. Have periodic – daily/weekly meetings over video meetings on platforms such as Zoom/Teams and check in daily via email.

Equipment and supplies

We will provide remote employees with laptops, headsets (if requested or required) and other software and equipment that are essential to their job duties. Equipment supplied by Zane Networks is to be used for business purposes only.

ZaneNet is not responsible for expenses associated with working at home, including heat, electricity, internet or phone service.

Technical support

ZaneNet provides technical support during business hours. Remote employees experiencing technical difficulties should submit an email to the Office/Accounts Manager for tech support.

Workspace safety guidelines

Remote employees are expected to keep their workspace free of safety hazards and neat for purposes of zoom calls. To ensure employee health and safety, we advise our remote employees to:

- *Ensure sufficient lighting*
- *Use surge protectors*

Security and confidentiality

Remote employees are expected to take proper measures to ensure the protection of company data, proprietary information and assets. Employees must:

- *Use password protected equipment*
- *Keep confidential documents in locked filing cabinets*
- *Refrain from using public Wi-Fi*
- *While working with PHI ensure that the information is kept secure and private*
- *Comply with the Computer Acceptable Use Policy and Password Protection Policy (please see attached)*

Compensation

No changes will be made to an employee's base compensation if they work remotely, regardless of their location. Remote employees will be eligible for merit raises and promotions based on company policy and performance reviews.

Consequences

Failure to fulfill work requirements or adhere to policies and procedures while working remotely may result in the termination of the remote work arrangement.

I acknowledge the terms of this policy:

Name: _____

Date: _____

Signature: _____