



## REMOTE EMPLOYEES (INCLUDING REGULAR OR INTERMITTENT TELECOMMUTING AND TRAVELING EMPLOYEES)

### 9.1 Applicability

The policies contained in this section apply only to employees who are designated as “Remote Employees” for the purposes of this section. “Remote Employees” include:

- Employees who, as approved by the Company, regularly or intermittently work at a location other than the Company’s facilities (with “facilities” including Company-owned office locations), such as employees who regularly telecommute and employees who are intermittently working from home as approved by the Company;
- Employees who are required to be traveling in order to perform their job duties; and
- Other employees who otherwise work away from the Company’s facilities with appropriate Company authorization

In some situations, an employee may spend only a portion of his or her time working from the Company’s facilities and, thus, the employee would be a Remote Employee only a portion of the time. For those employees, the policies contained in this section at parts 9.4 through 9.10 apply when they are Remote Employees and govern the actions they take when they are Remote Employees.

If a policy in this section directly conflicts with another Company policy, the policy in this section will apply. However, if a policy in this section directly conflicts with a policy in a state handbook supplement, the policy that is more generous to the employee will apply.

### 9.2 Classification as a Remote Employee

The Company recognizes that the remote work schedule that many employees around the nation have had to follow during the pandemic have led to some changes in the workplace. The Company may extend remote employment flexibility to employees who serve in positions that the Company has identified as eligible for potential full or partial remote employment in accordance with Company policy, on a case-by-case basis and focusing first on the business needs of the Company, and with the understanding that the approach likely will need to evolve as circumstances continue to develop. As with any policy in the handbook or otherwise issued by the Company, the Company reserves the right to change this program at any time, including to the program as a whole or individual arrangements, subject to business-related and operational needs. Remote work is not an entitlement or Company-wide benefit, does not change the terms and conditions of employment in ways that are not specifically articulated by the Company in applicable policies and authorized instructions, and does not create a contract or similar obligation upon the Company that may not be changed at the Company’s discretion.

While remote work may be appropriate at times for some employees and some positions, the Company recognizes there are many reasons why continuing to appear at the Company facilities in-person is important to business, including improvements to communication, collaboration and productivity, which are all often important to addressing unexpected developments during the workday.

### **9.3 Evaluation Criteria for Classification of a Remote Position**

In order for an employee to be eligible for remote employment, regardless of the amount of time the employee spends working remotely, the Company will consider all relevant criteria, including the following:

- A review of the federal, state and local employer regulations relevant to payroll, insurance, benefits, taxation requirements, and any other factors pertaining to employment.
- The availability of office supplies and telecommunications equipment and services, including computer, internet and telephone services. At a minimum, employees must have regular, reliable and otherwise sufficient Internet Service at their remote location, with the ability to participate in Microsoft Teams virtual meetings from their computer (not dial-in) such that they can see and share screens, participate on-camera, etc. and the ability to access all information necessary to perform their job duties.
- The frequency of in-person interactions required with other individuals including the employee's supervisor, co-workers, subordinates, other departments, vendors, distributors, suppliers, and customers.
- The frequency of direct handling/use of Company equipment that cannot be located off-site. This would include Company products that are in the development and/or production phase.
- The frequency and cost of travel required to off-site locations on behalf of the Company.
- The frequency and cost of travel from the remote location to the Company.
- The employee's performance record while working both in the facilities, and also during any period of temporary remote work (i.e. during pandemic quarantine).
- Other relevant information concerning the efficacy, productivity, and practicality of remote working under the circumstances at issue.
- The employee's ability to perform independently and in situations with limited direct supervision.
- The length of time the employee has worked for the Company.
- The alternatives available to the Company to maintain local employees to conduct the same job duties.
- Any other applicable legal or business obligations of the Company including, but not limited to, all legal obligations with respect to employee accommodations.

When the Company has expressly assigned, instructed, or permitted an employee to work remotely during certain times, then the Company has done so for bona fide business reasons, and working remotely during those times is a requirement and condition of employment for the employee at issue.

### **9.4 Scheduling, Attendance, and Communication**

Remote Employees have the same responsibilities as other employees with regard to working assigned hours, performing assigned job duties, reviewing Company communications when they are received and communicating in a timely and responsive manner (except if an authorized Company official has expressly provided otherwise in writing). Importantly, employees are obligated to accurately record the hours they actually work when required by the Company, including the obligation of all hourly and non-exempt employees to do so. An hourly and non-exempt employee working remotely also remains

subject to all applicable Company policies that prohibit employees from working unauthorized overtime or otherwise prohibit such employees from performing unauthorized after-hours work.

An employee's status as a Remote Employee does not entitle the employee to take additional breaks, respond slower to Company communications, work in a distracted environment or otherwise perform his or her job with less diligence and responsibility than a non-remote employee. If the Company determines that a Remote Employee has not worked during his or her assigned hours on a particular day, the Company may charge the employee with a full or partial absence, depending on the circumstances. If an employee is not certain about his or her obligations in this respect while working remotely, the employee should consult with his or her Supervisor or the Human Resources department. When an employee is working remotely, the employee is required to have a specific area where they can work that will be free of distractions and conducive to productive and efficient work.

In certain situations, face-to-face conversations can contribute to clear, candid and productive discussions. A Remote Employee shall work with his or her Supervisor to arrange a means for meeting in-person or video conferencing from time-to-time, at the Supervisor's request. The employee should take reasonable steps in advance to facilitate the video conferencing, including by working with the Company's Information Technology department to ensure that the employee has sufficient capability.

Employees who are Remote Employees a majority of the time (*i.e.*, employees who spend more than 50% of their time working at locations outside the Company's facilities) will receive certain workplace notices from the Company, which provide information required by law. These Remote Employees should preserve such notices and display them in a prominent location in their work areas. Additionally, all Remote Employees should regularly review and consult the workplace notices that are displayed at the Company location where they work most frequently.

## **9.5 Confidential Information for Remote Employees**

Remote Employees have the same responsibilities as other employees regarding confidentiality and protecting Confidential Information (as defined by the Confidential Information Policy and in the employee's Confidential Information Agreements.)

If a Remote Employee will be using any physical material (including, but not limited to: a document or video; ) that may contain Confidential Information (as defined by the Confidential Information Policy and Confidential Information Agreement,) the employee should ensure that he or she keeps the material secure and safe from theft or view by any third parties. Note that Confidential information should NOT be stored on a portable storage drive. In doing so, the employee should refrain from, among other actions: (a) leaving such materials in plain view in the employee's home, vehicle or another area; and (b) maintaining such materials in a way that could allow a third party to improperly access or misappropriate them.

If a Remote Employee secures any Confidential Information with a lock or other secure device, the employee should contact his or her Supervisor or the Human Resources department to ensure that the Company has a way to access such Confidential Information in the event the employee is unavailable

(e.g., by providing the Company with a backup key for any safe used to appropriately maintain Confidential Information in compliance with the Company's policies.)

The Acceptable Use Policy applies to all employees, including Remote Employees accessing the Company's systems from a remote location.

Finally, whether or not physical material contains Confidential information, Remote Employees should work with their supervisors to document/inventory Company property that may be located at their remote workplace, including product samples, materials for testing, etc.

## **9.6 Electronic Signatures**

From time-to-time, it may be necessary for the Company to request the Remote Employee to sign certain documents electronically. If this happens, the Company will take steps to maintain security and ensure that the electronic signature is authentic. If the employee has any questions or comments about the procedure for electronic signatures or the steps necessary to ensure they are authentic, the employee should contact the Human Resources department.

## **9.7 Safety**

The Company considers safety to be equally important for Remote Employees as for other employees. If a Remote Employee has a question or comment about a safety matter arising from the employee's remote working location or status as a Remote Employee, the employee should contact the Human Resources department (except in an emergency, in which case the employee should contact a doctor, the police or other authorities as appropriate.) In the event a Remote Employee sustains an injury, accident or near-miss, the employee is responsible for following Company policy for submitting a report.

Except when an authorized Company official has expressly advised the employee otherwise in writing, the Remote Employee will be responsible for setting up and maintaining his or her remote work location.

## **9.8 Company Property**

In certain situations, including as set forth above, the Company may decide to provide certain Remote Employees with certain Company property (including, but not limited to: electronic devices and other equipment.) Remote Employees must comply with all applicable Company policies regarding such equipment including, but not limited to: the Electronic Information and Acceptable Use Policy. Except when an authorized Company official has expressly advised the employee otherwise in writing, a Remote Employee must return all Company property at the conclusion of his or her employment.

## **9.9 Home and Personal Expenses**

Except where the Company expressly provides otherwise or where the Company has specifically agreed to provide reimbursement for particular expenses, the Company is not responsible for expenses associated with home or other remote or telecommuting working arrangements (including, but not limited to: homeowners' insurance, home utility costs and home furnishings). Equipment supplied by

the Remote Employee (if deemed appropriate by the Company) will be maintained by the Remote Employee, and the Company accepts no responsibility for damage or repair.

#### **9.10 Meetings and Guests**

To the extent a Remote Employee needs to meet with a customer, coworker or other person in order to perform the Remote Employee's job duties, the Remote Employee should not invite that person to the employee's home or a similar location where the Remote Employee is permanently or temporarily residing (such as a personal hotel room,) unless the employee's Supervisor has expressly permitted this. Rather, the Remote Employee should locate a suitable and professional third-party location at which to conduct the meeting (or, alternatively, conduct the meeting via video or telephone conference.) Further, employees must follow all applicable health and safety requirements during all work-related meetings outside Company facilities, including state and local requirements relating to health and safety during the pandemic. If a Remote Employee is not certain how to address a particular meeting, the employee should consult with his or her Supervisor.