



Telework Policy and Procedure

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Objective

Telework allows employees to work at home, on the road, or in a satellite location for all or a large portion of their workweek. Schupan & Sons (Schupan) considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Schupan.

Procedures

Telework can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. An employee may request a telework arrangement. The decision is at the discretion of the business unit leader and based on what is in the best interest of the business.

Any telework arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the employee or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telework arrangement. There may be instances, however, when little or no notice is possible.

Eligibility

Unless agreed upon at time of hire, individuals requesting formal telework arrangements must be employed with Schupan for a minimum of 6 months of continuous, regular employment and must have a documented, satisfactory performance record. Overall experience in role at time of hire may be a factor in whether someone is allowed to work remotely on a regular, ongoing basis.

Before entering into any telework agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability - The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers.
- Job responsibilities - The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement.
- Equipment needs, workspace design considerations and scheduling issues. - The employee and manager will review the physical workspace needs and the appropriate location for the telework.

- Tax and other legal implications - The employee must determine any tax or legal implications under IRS, state and local government laws or international laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee, manager, and business unit leader agree, and the human resource department concurs, a draft telework agreement will be prepared and signed by all parties, and a trial period will commence.

Evaluation of the employee performance during the trial period will include regular interaction by phone, video conferencing, and/or e-mail between the employee and the manager. The frequency of interaction for face-to-face meetings are performance based, determined on an individual basis, and the needs of the business. Evaluation of the employees performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Schupan will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telework arrangement. The human resources and information technology departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Schupan accepts no responsibility for damage or repairs to employee-owned equipment. Schupan reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The employee must sign an inventory of all Schupan property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Schupan will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Schupan will also reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out work related responsibilities. Unless required by state law, Schupan will not reimburse the cost for home internet access for employees to conduct business related functions. Employees must ensure a reliable and stable internet connection when engaging in business related functions of at least 20 Mbps, using physical ISP connections. Cellular service (hotspots) should only be used temporarily on a contingency basis.

The employee will establish an appropriate work environment within their home for work purposes. Schupan will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, employees working remotely will ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. All employees must comply with Schupan's Cyber Security policy.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Schupan will provide each employee with a safety checklist that must be completed at least twice per year. Each employee must complete the teleworker safety and health related video(s). Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Employees working remotely are responsible for notifying the Schupan EHS department of such injuries immediately, regardless of how minor. A representative from the EHS department will follow up and assist with claim management. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telework is not designed to be a replacement for caring for children or other family members. Although an individual employee's schedule may be modified to accommodate those needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of telework with family members prior to entering a trial period.

Employees who telework are subject to the Schupan Drug and Alcohol Policy, including reasonable suspicion. An employee who is reasonably suspected of having alcohol and/or prohibited drugs in their system while working may be required to submit to a drug and/or alcohol test, upon request.

Time Worked

Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Schupan's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telework agreement.

Ad Hoc Arrangements

Temporary telework arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal telework arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

For employees with a primary residence in the United States of America (based on addresses provided in payroll system), prior approval from the business unit leader and VP of HR must be obtained prior to teleworking outside of the United States. If telework is approved, it is on a limited and infrequent basis to avoid residency and therefore tax laws of other countries. Under no circumstances will employees be allowed to move outside of the United States and telework without prior approval from COO, CFO, and VP of HR.