



## Purpose

This policy establishes the guidelines Sinclair Risk & Financial Management will use to select and manage those employees approved to telecommute.

## Scope

This policy applies to all Sinclair Risk & Financial Management employees authorized to work remotely as a primary job function. It does not include those who are temporarily allowed by their managers to work from home or other location on an irregular basis due to extenuating circumstances.

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## Policy Guidelines

### Definitions

Telecommuting is defined as working from a home or other off-site location using electronic communications, such as the Internet, to connect with the primary place of employment.

### Criteria for Selection

Sinclair Risk & Financial Management always strives to provide equal opportunities to all employees when it comes to working situations. However, telecommuting is not conducive to every employee and position. Keeping this in mind, Sinclair Risk & Financial Management will review all reasonable employee requests to telecommute using the following criteria:

Is the employee a good candidate for telecommuting?

- Dependable
- Flexible
- Proven performance
- No record of disciplinary action
- Comprehensive knowledge of position

Can the duties of the position be successfully fulfilled through telecommuting?

- Measurable work activities
- Little need for face-to-face interaction with coworkers
- Clearly established goals and objectives
- Duties can be performed alone
- Equipment needed is limited and can be easily stored at the off-site location

Note: The management of Sinclair Risk & Financial Management reserves the right to deny or revoke telecommuting privileges at their own discretion.

### Responsibilities

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given week will not change, although the exact scheduling of allotted hours will be left up to the discretion of their direct supervisor(s). If an employee's physical presence is required at Sinclair Risk & Financial Management's primary work location, he or she is expected to report once given adequate notice.

### Contact with Primary Location

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor(s). The supervisor(s) will act as the employee's primary contact at Sinclair Risk & Financial Management. Both the employee and his or her supervisor(s) are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.

- Move company equipment to a new location.
- Transfer primary off-site operations to a new location.

## Off-site Work Areas

Sinclair Risk & Financial Management has a legal responsibility to provide liability and worker's compensation coverage to its employees. Such legal responsibilities extend only to authorized, off-site work locations during scheduled work time. Sinclair Risk & Financial Management is responsible only for injuries, illnesses and damages that result directly from official job duties. Sinclair Risk & Financial Management also accepts no responsibility for employees' personal property.

As Sinclair Risk & Financial Management could foreseeably be held responsible for an injury befalling an employee in their off-site work area, Sinclair Risk & Financial Management reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned in advance for a time convenient for both the inspector and the employee.

If employees have domestic responsibilities they must attend to during scheduled working hours, they are expected to do so in a reasonable manner that will still allow them to successfully fulfill their job duties.

## Off-site Security

While positions that regularly deal with highly sensitive information may not be ideal candidates, under certain circumstances such employees may be allowed to telecommute. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of telecommuting privileges.

## Expenses

Working primarily off-site could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties as prescribed, [COMPANY] will reimburse the employees. However, since reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved prior to the transaction being made.

## Equipment

Employees approved for telecommuting will be supplied by Sinclair Risk & Financial Management with the equipment required to perform their duties. It must be kept in mind that:

- All equipment purchased by Sinclair Risk & Financial Management remains the property of Sinclair Risk & Financial Management. All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by parties approved by Sinclair Risk & Financial Management.
- Software provided by Sinclair Risk & Financial Management is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by Sinclair Risk & Financial Management for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access.

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