

Remote Friendly Policy and Guidelines

Remote Work

GSWESTOK employees are hard-working, professional employees that are committed to our mission and the Council embraces a remote friendly environment to support employees and their work experience. This policy is intended to enhance the overall professional experience by providing the following benefits:

- greater flexibility;
- fewer interruptions supporting increased productivity and performance;
- reduced absenteeism;
- decrease in turnover;
- fuel cost savings and less time commuting.

GSWESTOK may offer full-time employees remote work options and this remote friendly policy provides guidelines on the program and defines parameters of the arrangement. Remote work is the concept of working from home or another location and is **not a formal universal employee benefit**. Rather, it is an alternative method of meeting the needs of the council and providing employees with flexibility. The council has the right to refuse to make remote work available to an employee and to terminate a remote arrangement at any time. Employees are not required to telework. All employee policies still apply.

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Eligibility

Employees will be deemed eligible for remote work based on the suitability of their jobs, council, department and program coverage, an evaluation of the impact to internal and external customers, and the feasibility of managing the type of work remotely. Regular access to staff working remotely during working hours by supervisors must be maintained, and effective communication between staff and supervisors is required.

- Each department and/or program will make its own selections. Employees must be employed for a minimum of 3 months with satisfactory performance to qualify for remote work.
- Eligible employees must demonstrate their ability to work effectively when receiving supervision remotely, must be organized and perform duties with no interruption due to remote location, must maintain required levels of productivity and quality of work, **must be able to present**

deliverables, must maintain reliable internet connection (at their own cost) in order to work effectively.

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- GSWESTOK Administration has the ultimate authority to determine remote work options and schedules.

Eligible employees may routinely work remotely for a **maximum of 1 day per week**.

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- Employees must choose the same WFH day every week. Rescheduling or moving days is not allowed.

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Compensation and Work Hours

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the remote friendly work program. The amount of time the employee is expected to work per day or pay period will not change because of participation in the remote work program.

Equipment, Tools and Workspace

The council may provide specific tools and/or equipment for the employees to perform their duties. This may include computer hardware, computer software, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. The council will not provide or pay for Wi-Fi connectivity in an employee's remote work location. In addition, employees are responsible to ensure their remote work Wi-Fi connectivity and speed meets standard business practices, does not interfere with meetings or the employee's ability to meet job requirements. The use of equipment, software, data supplies and furniture when provided by the agency for use at the remote work location is limited to authorized persons and for purposes related to agency business. GSWESTOK will provide repairs to agency equipment. When the employee uses their own equipment, the employee is responsible for maintenance and repair of the equipment. GSWESTOK reserves the right to review communications conducted on council-owned equipment and/or data systems if a need to do so presents itself.

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Professional Conduct

Excellent internal and external customer service must be performed. Work should be seamless despite working remotely instead of in the office. When meeting virtually, the remote work location should be neat and professional. One way to accomplish this is to use an approved GSWESTOK virtual background or blur your background. If unable to use a background, employees should present themselves as they would in-office. Employees should avoid

conducting remote work where casual or personal items/furniture are in view. Employees should be present with remote cameras on.

If remote workdays overlap with in-office activities, meetings or required events, employees will forgo the remote day and schedule themselves in-office.

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Employees must maintain excellent communication with council staff and their supervisors to ensure a seamless workflow. It is recommended that employees keep track of their activities, meetings and projects and email a quick summary after a day of WFH. _____Initials

Confidentiality

When conducting official business of a confidential nature (examples include financial, Human Resources, personnel matters, donor information, or written confidential paperwork) the employee must ensure the space complies with all agency confidentiality standards and regulations. It is the employee's responsibility to ensure their remote workspace and all confidential related information are secure. It is also the employee's responsibility to report any breach of this policy according to critical incident guidelines.

Remote Working that Works

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

My signature indicates I've met with my supervisor regarding this policy and it has been agreed that I will receive a Remote Work from home day. _____Initials

Please print, complete, sign and submit to HR for signature.

I hereby agree to adhere to the Remote Friendly policy and my remote workday(s) will be:

_____ Mondays

_____ Tuesdays

_____ Wednesdays

_____ Thursdays

_____ Fridays

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature

Date