



Contract Employee Telework Program Policy

For:	Contract Employees
Owner:	Legal Department
Date:	March 13, 2020
Revision Date:	September 1, 2023
Synopsis:	Outlines Apex's rules and expectations for Contract Employees working remotely.

Background

Apex Systems, LLC (the "Company") and some of its clients ("Clients") have approved a voluntary work-from-home program that may be appropriate as a worksite alternative for some employees who prefer to perform their work remotely ("Telework"). Any employee who is authorized and agrees to participate in the Company's and/or the Client's Telework program ("Teleworker") is choosing to Telework on the days they are allowed to, rather than work in a Company or Client office. Teleworkers also agree to read and comply with this Policy and any applicable Client policy, as they may be revised from time to time. Violating these guidelines may subject the Teleworker to disciplinary action, the extent of which will depend on the nature of the violation. Telework is not an entitlement, it is not a company-wide benefit or authorized by all Clients, and it in no way changes the terms and conditions of employment with the Company, including the at-will nature of employment.

The Telework program will remain in place at the direction and discretion of the Company, subject to modification, extension, or cancellation at any time by the Company. Further, in-office work requirements, including the number of days an individual employee is required to work at the office, may vary depending on business needs and/or Client requirements. The Company's standard rules and expectations for Teleworkers are set forth below. Teleworkers in California, Illinois, Iowa, Minnesota, Montana, New Hampshire, South Dakota, Seattle WA, and the District of Columbia are subject to and must instead review the alternate Policy [here](#).

Policy

Eligibility

With Client and Company approval, the Telework program is available to employees and jobs suited to such arrangement. However, Telework is not appropriate for every employee or every job and is not an entitlement. Employee eligibility for Telework is in Company's and Client's sole discretion, and any Telework arrangement may be ended at any time in the Company's or Client's sole discretion.

Making Telework Work

Teleworkers should develop effective communications strategies, including timely response to recruiters, account executives, Payroll, Human Resources, Clients, teammates, managers, and other employees. Professionalism, productivity, timely responsiveness, and Client service must continue to meet Company's high standards. Teleworkers' work time should be uninterrupted and free from distraction, with a focus on meeting business demands.

Teleworkers need to be accessible by phone or email within a reasonable time period during the agreed work schedule, must still be available for meetings and responsive to Company and Client demands, and may be required to come to the Company's or Client's offices.



Compensation, Work Hours and Time Worked

Teleworkers' compensation, benefits, work status and work responsibilities will not change due to participation in the Telework program. Work hours are not expected to change while participating in the Telework program. If the Teleworker anticipates the need to work overtime, it must be discussed and approved in advance with the Teleworker's Client manager and recruiter. Teleworkers must also take all required breaks and meal periods during the workday, and immediately report to Human Resources and Payroll if meal or rest breaks have not been taken for any reason. The Company's rest and meal break policy is set forth in the Company handbook and its state-specific supplements. Questions about meal and rest breaks can be directed to Apex Contractor Care at 1-866-612-2739. Any absence from work must be in accordance with Company's policies regarding time off, and must be entered into the Company's timekeeping tool as required.

Teleworkers must record their daily time worked accurately and completely. Although time worked in excess of those hours scheduled per day and per workweek require the advance approval of the Teleworker's Client manager and Company recruiter, in all cases Teleworkers must report all time worked, even if unauthorized. Failure to comply with these requirements may result in the immediate termination of the Telework arrangement or other disciplinary measures. All time worked will be paid.

Equipment/Tools/Supplies

The Company and Client will determine the appropriate equipment, tool, and supply needs for each Telework arrangement. Before purchasing any supplies, tools, or equipment personally, Teleworkers should confer with their Company Account Manager and get approval. Equipment, tools, and supplies necessary to perform job duties are available in Company or Client offices for employees' use, or the Company or Client may have an alternative solution.

Any Company-provided or Client-provided equipment, software, data supplies and furniture at the Telework location should be used only by the Teleworker and only for Company and Client business, in accordance with the Company's and Client's IT Acceptable Use Policy. All of these items remain Company or Client property, as applicable, and must be returned immediately to the Company or Client at the termination of the Telework arrangement, termination of the assignment, or at any time upon request.

If any Company or Client equipment is lost or stolen, Teleworker must notify their Company Account Manager when the item is discovered missing. Similarly, Teleworkers must immediately report to their Company Account Manager, IT User Support, and Client supervisor any incident or suspected incidents of unauthorized access and/or disclosure of Company or Client resources, databases, or other information.

Other Expenses

Employees are to use Company-provided or Client-provided equipment and tools, including computers and related accessories, VPN, and telephone and video conferencing tools such as Teams, Zoom, and Ring Central for making business calls or sending written communications. Before an employee incurs additional expenses, they are to follow the process outlined in Equipment/Tools/Supplies above. If an employee claims they have incurred business related expenses, supporting documentation and an explanation must be submitted for review and approval through the Company's Travel and Expense Policy described in the Company's Contract Employee Handbook, and will be reimbursed in accordance with applicable law.

Workspace Safety

Teleworkers need to identify a workspace within the remote work location for placement and installation of equipment to be used during Telework. The workspace needs to be kept in a safe condition, free from hazards and other dangers to the Teleworker and equipment. Neither the Company nor the Client is liable for loss, destruction, or injury that may occur in or to the Teleworker's home. This includes family members, visitors, or others that may become injured within or around the Teleworker's home.



Security and Confidentiality

Teleworkers must ensure the protection of confidential or proprietary Company and Client information accessible from their remote workplace in a manner consistent with the Company's and Client's expectations for information security at the office. Example steps include securing materials in safes, locked file cabinets, desks or similar secure locations, regular password maintenance, and any other measures appropriate for the job and the work environment. Teleworkers remain obligated to comply with all Company and Client rules, practices, and instructions, including but not limited to the Company's Acceptable Use of Electronic Communications Policy.