



## COVID-19 Telework Program Policy

<b>For:</b>	Contract Employees
<b>Owner:</b>	Legal Department
<b>Date:</b>	March 13, 2020
<b>Revision Date:</b>	April 15, 2020
<b>Synopsis:</b>	Outlines Apex's rules and expectations for extended work-from-home arrangements in response to COVID-19

### Background

As you know, many of Apex Systems, LLC (the "Company") clients have instituted a temporary work-from-home program in response to the spread of COVID-19 in the United States and Canada ("Telework"). The Company greatly appreciates everyone's cooperation and flexibility in this regard. By working hard and working together, we will navigate through these trying and unprecedented times. These Telework guidelines, along with any guidelines from the applicable client, are part of that process, and help implement a large-scale Telework system in an orderly fashion.

Any contract employee who is authorized and agrees work from home ("Teleworker") also agrees to read and comply with this Policy, as 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 in no way alters the terms and conditions of employment between a Teleworker and the Company, including the at-will nature of employment.

The Telework program will remain in place at the direction and discretion of the Company and Company's clients ("Clients"), subject to modification, extension, or cancellation at any time based on relevant laws & regulations and the Company's business needs. The Company's rules and expectations for Teleworkers include the following:

### Policy

#### Eligibility

With Client manager 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 Telework is not an entitlement. Employee eligibility for Telework is at the Client's sole discretion, and any Telework arrangement is on a trial basis that may be terminated at any time in the sole discretion of Company or Client.

#### Making Telework Work

Teleworkers should develop effective communications strategies, including timely response to Clients, teammates, and other employees. Professionalism, productivity, and client service must continue to meet the Company's high standards. Teleworkers are expected to use their reasonable best efforts to limit distractions in their personal work environment as necessary to maintain focus on business demands. Teleworkers need to be accessible by phone or email within a reasonable time throughout the agreed work schedule, must still be available for meetings and responsive to Client demands, and may be required to come to the offices of Company or Client, if permitted by governmental authority.



### **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. In the event that a Teleworker anticipates the need to work overtime, it must be discussed and approved in advance with the Teleworker's Client manager, just as any overtime scheduling must normally be approved. Teleworkers must also take all required breaks and meal periods during the workday. All time off (including leaves of absence) must be approved in accordance with any policies of the Company or Client regarding time off.

Teleworkers who are required to record their daily hours worked must continue to do so 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, 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 and other disciplinary measures.

### **Equipment, Tools, and Supplies**

The Company and Client will determine the appropriate equipment, tool, and supply needs for each Telework arrangement. Teleworkers must check with their Apex Account Manager about reimbursement for personal expenses (which will be reimbursed in accordance with applicable law). Before purchasing any supplies, tools, or equipment personally, Teleworkers should confer with their Apex Account Manager and get approval; the Company or Client may have an alternative solution. In addition to other expenses that may be reimbursable, Teleworkers under this program will receive ten dollars (\$10.00) per month to cover additional cell phone and/or wi-fi use.

Any Company-provided or Client-provided equipment, software, data supplies, and furniture at the Telework location should be used only by Teleworker and only for Company business. All of these items remain Company or Client property and must be returned to the Company or Client upon request. All Company or Client property must be returned to the Company or Client at the termination of the Telework arrangement, or sooner upon request.

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

### **Workspace Safety**

Teleworkers are responsible for identifying an appropriate workspace within the remote work location for placement and installation of equipment to be used during Telework. The workspace must be kept in a safe condition, free from hazards and other dangers to the Teleworker and equipment. The Company or Client is not liable for loss, destruction, or injury that may occur in or to the Teleworker's home. This includes family members, visitors, or others who may be injured within or around the Teleworker's home.

### **Security and Confidentiality**

Teleworkers must ensure the protection of confidential or proprietary Company and Client information that is accessible from their remote workplace in a manner consistent with the Company or 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 Teleworker's job and work environment. Teleworkers remain obligated to comply with all Company or Client rules, practices, and instructions.