Employee Remote Work (Work from Home) Policy

Policy Statement

BBK Consulting, Inc. (the Company) recognizes its employees as one of its most valuable resources. Our employee remote work policy outlines our guidelines for employees who work from a location other than our office. We want to ensure that both employees and our company will benefit from these arrangements.

Purpose

The purpose of this policy is to define the policies and procedures for working remote for all BBK Consulting, Inc. employees. Employees are allowed to work from home only if their job duties permit it and they have their manager's approval. Employees who carry out most of their work on a computer can be considered for eligibility.

Definition

This policy applies to employees who work remote on a regular basis as part of their regular work schedule.

Procedure

The Company provides employees with an option to work remote based on the company's approved remote days. These days may be modified or removed at the manager's discretion. Once the optional days have been set, employees must receive prior approval from their manager to switch their schedule on a temporary or permanent basis.

It is important to follow the following procedures to ensure that our company's workflows, projects, and meetings are not hindered or delayed by an employee working remotely.

1. Hours of work – Our employees are expected to be available and to be working during the hours on our current BBK Consulting, Inc. work schedule when working remote. If schedule changes are necessary, please update your co-workers following manager approval. This includes working from home when you are not feeling well, but select to not use sick time.

2. Communication – Employees must be available by phone, email, and Teams during scheduled hours. Participants will still be available for staff meetings, and other meetings deemed necessary by management. During your remote hours, all calls, emails and messages shall be responded to within 30 minutes. When you are away from your

desk and unavailable, make sure to update your status in Teams and for longer time periods, update your Outlook Automatic Replies.

3. Meetings – All meetings must be attended when working remote. If this is not possible, a conference call should be set up so that our communications are not disrupted between the remote employee and our customers, vendors, and co-workers at our other locations. It is the employee's responsibility to ensure they have proper access.

4. Job Responsibilities and Expectations – Each employee plays and important role in the success of our business. There will be times where all employees are expected to be in our office for meetings, etc., regardless of the remote day schedule. In addition, it is imperative that all time-sensitive projects are not impacted by you not being in the office. Plan on coming into the office as required to complete your work as determined by the demands of the business and/or your Department Manager. Waiting until the next office day is not acceptable in these circumstances.

No Show

Failure to "report in" when working remote is a serious matter. Depending on the employee's attendance history, the first instance of a no show/no call could possibly result in a final written warning or even termination of employment.

Reliability is an important trait the Company expects from its employees and hopes will help contribute to personal career development and advancement.

_____   _____
Employee Name   Date

_____   _____
Employee's Signature   Managers Signature