

## Fighting For Families LLC

# REMOTE WORK POLICY

Effective as of \_\_\_\_\_

Fighting For Families LLC (the "Employer") is pleased to provide you with our Remote Work Policy (the "Policy"). This Policy outlines the rules and procedures for remote work, which include, but are not limited to employee eligibility, work schedules, security protocols, and expectations for remote work behavior.

The Employer reserves the right to amend or modify this Policy in the future to accommodate any changes relating to remote work arrangements and relevant legislation. Any changes to the Policy will be communicated to employees in a timely manner.

### **1. Definition of Remote Work**

"Remote Work" is a work arrangement which allows employees to work from a remote location, rather than from a physical location operated by the Employer.

### **2. Type of Remote Work**

Eligible employees will have a hybrid work arrangement. They will work on-site for a select number of days and remotely for the rest of the week. The final work schedule is outlined in the "Work Schedule" section below.

### **3. Eligibility**

The following employees (the "Remote Employees") are eligible for Remote Work:

- a.** Full-Time Employees whose positions do not require regular in-person interaction and can be performed remotely without disruption to business operations.;
- b.** Part-Time Employees whose duties are task-based or output-driven and can be completed remotely while maintaining productivity and communication standards.;
- c.** Salaried (Exempt) Employees performing administrative, professional, managerial, or specialized functions requiring independent judgment and limited on-site supervision.;
- d.** Hourly (Non-Exempt) Employees whose job duties do not require physical presence and whose work hours can be accurately tracked in compliance with all wage and hour laws.;
- e.** Temporary or Project-Based Employees when the nature of the assignment allows remote performance and supervision requirements can be adequately met.;

- f. Employees in Administrative, Professional, or Technical Roles whose work primarily involves documentation, research, analysis, writing, coordination, or technology-based tasks.; and
- g. Employees Approved for Reasonable Accommodation under applicable federal or state law, including remote work approved as part of an accommodation or temporary adjustment..

All employees who are not listed as eligible employees are ineligible for Remote Work.

## 4. Duration

Remote Employees may work remotely indefinitely.

The Employer retains the right to cancel Remote Work agreements at any time and require Remote Employees to work onsite or in-office.

Failure to comply with a return-to-office order without any justifiable reason will be deemed an act of insubordination and may result in disciplinary action, including termination of employment.

## 5. Process for Remote Work Requests

Remote Employees who are not currently working remotely and wish to do so may submit their request by following the process outlined below:

## 1. Employee Request

Employees seeking remote work must submit a written request to their supervisor or designated manager. The request should include:

- The reason for the request
- The proposed remote work schedule (full-time, hybrid, or temporary)
- The expected duration of the arrangement
- A description of how job duties will be performed remotely
- Confirmation that productivity, availability, and communication standards will be maintained

## 2. Management Review

Management will evaluate the request based on:

- Job duties and operational needs
- Employee performance history and reliability
- Impact on team workflow, clients, or service delivery
- Ability to supervise work and measure performance
- Data security, confidentiality, and technology requirements
- Compliance with wage and hour laws and other legal obligations

Approval is not automatic and is granted on a case-by-case basis.

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### 3. Decision and Notification

The employee will be notified in writing of the approval or denial of the request. Approved arrangements may include conditions such as:

- Defined work hours and availability requirements
- Communication expectations
- Performance metrics and deliverables
- Equipment or technology requirements
- Trial or review periods

### 4. Remote Work Agreement

If approved, the employee may be required to sign a Remote Work Agreement acknowledging:

- The terms and conditions of the arrangement
- Compliance with all applicable policies
- The employer's right to modify or revoke remote work at any time

### 5. Ongoing Review

Remote work arrangements are subject to ongoing review and may be modified or terminated based on:

- Performance or productivity concerns
- Business or operational needs
- Policy violations or security concerns
- Changes in job duties or legal requirements

Revocation of remote work does not alter the employee's employment status.

### 6. Relocation Requests

Remote Employees who wish to relocate on a permanent or temporary basis must submit a written request to their immediate supervisor 30 days before moving.

Relocation requests will be assessed on a case-to-case basis.

### 7. Work Schedule

The Remote Employees' work schedule is as follows:

Employees approved for remote work are expected to maintain the same work schedule, hours, and availability requirements as if they were working on-site, unless otherwise approved in writing.

- Employees must work their regularly scheduled hours and remain available during designated business hours.

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- Any changes to an approved work schedule, including alternative hours or flexible arrangements, must be requested in advance and approved by management.
- Remote work does not alter job classification, employment status, or compensation.

#### Hourly (Non-Exempt) Employees

- All work time must be accurately recorded in accordance with timekeeping policies.
- Overtime, off-the-clock work, and schedule deviations are prohibited unless expressly authorized in advance.
- Meal and rest breaks must be taken in compliance with applicable wage and hour laws.

#### Salaried (Exempt) Employees

- Exempt employees are expected to meet workload, performance, and availability expectations regardless of work location.
- Flexibility in scheduling may be permitted when consistent with business needs and approved by management.

#### Time Zone Considerations

Employees working remotely from a different time zone must maintain availability during the organization's core business hours, unless an alternative schedule is approved in writing.

Failure to adhere to approved schedules or availability requirements may result in revocation of remote work privileges or disciplinary action.

### **8. Overtime**

Remote Employees who are required or requested to perform overtime work will be entitled to overtime pay as required by law.

### **9. Tracking Employee Work Hours**

The Employer will use a timekeeping program or software to keep track of the Remote Employees' work hours.

Remote Employees must ensure that their work hours are recorded accurately.

### **10. Communication and Availability Rules**

Communication among Remote Employees promotes collaboration and cooperation and fosters a sense of connection and camaraderie while working remotely.

The communication and availability rules are as follows:

- PERFORMANCE AND PRODUCTIVITY

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- Employees must meet the same performance standards, deadlines, and quality expectations as on-site employees.
- Remote work must not negatively impact productivity, responsiveness, or service delivery.
- Failure to maintain acceptable performance may result in revocation of remote work approval.;

- WORK HOURS AND TIMEKEEPING

- Employees must adhere to their approved work schedule.
- Non-exempt employees must accurately record all hours worked and obtain prior approval for overtime.
- Off-the-clock work is strictly prohibited.;

- COMMUNICATION AND AVAILABILITY

- Employees must remain available and responsive during scheduled work hours.
- Required meetings, trainings, and check-ins must be attended as scheduled.
- Employees must use approved communication platforms and maintain up-to-date calendars and status indicators.;

- CONFIDENTIALITY AND DATA SECURITY

- Employees must protect confidential, proprietary, and sensitive information at all times.
- Work must be performed in a secure location that prevents unauthorized access or disclosure.
- Use of personal devices or public networks must comply with organizational security policies.;

- TECHNOLOGY AND EQUIPMENT

- Employees are responsible for maintaining reliable internet access and a functional remote workspace.
- Organization-issued equipment must be used in accordance with technology and acceptable use policies.
- Technical issues impacting work must be promptly reported.;

- REMOTE WORKSPACE REQUIREMENTS

- The remote workspace must be safe, quiet, and free from hazards or distractions that interfere with job performance.
- Employees must self-certify that their workspace meets safety and privacy requirements.
- The organization will not conduct in-home inspections.;

- COMPLIANCE WITH POLICIES AND LAWS

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- All workplace policies apply equally to remote and on-site employees.
- Employees must comply with all applicable local, state, and federal laws, including wage and hour requirements.;
- EXPENSES AND REIMBURSEMENTS
  - The organization is not responsible for home office expenses unless required by law or approved in advance.
  - Any approved reimbursements must follow the organization's expense policy.;
- RELOCATION AND WORK LOCATION
  - Employees must work only from the approved remote location.
  - Any relocation or change in work location requires prior written approval.; and
- MODIFICATION OR TERMINATION OF REMOTE WORK
  - The organization may modify or terminate remote work arrangements at any time based on business needs, performance, or policy compliance.
  - Revocation of remote work does not change employment status..

## **11. Virtual Meeting Etiquette**

Remote Employees are required to comply with the following camera rule during virtual meetings:

Remote Employees are required to have their cameras on during virtual meetings.

Remote Employees must be dressed in business attire when attending virtual meetings.

Remote Employees must also adhere to the following virtual meeting rules:

Employees participating in virtual meetings, whether internal or client-facing, must adhere to the following rules:

### **1. Attendance and Punctuality**

- Employees must join virtual meetings on time and remain present for the duration.
- Late arrivals, early departures, or leaving the meeting unattended must be communicated in advance.

### **2. Professional Appearance and Background**

- Employees must follow the dress code outlined in the "Dress Code for Virtual Meetings" section.
- Workspaces should be clean, professional, and free of distractions.

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- Virtual backgrounds may be used but must be appropriate and non-distracting.

### 3. Camera and Audio

- Cameras should be on during meetings unless otherwise approved.
- Microphones should be muted when not speaking to reduce background noise.
- Employees should speak clearly and avoid side conversations or interruptions.

### 4. Preparedness and Participation

- Employees are expected to come prepared with necessary documents, updates, or reports.
- Active participation, engagement, and attentiveness are required.
- Notes, questions, or action items should be documented and followed up as needed.

### 5. Confidentiality and Security

- Confidential or sensitive information must not be displayed, discussed, or recorded outside the meeting context.
- Recording meetings requires prior approval from management and compliance with organizational policies.

### 6. Professional Conduct

- Employees must conduct themselves professionally, treating all participants with respect and courtesy.
- Harassment, inappropriate language, or unprofessional behavior will not be tolerated.

### 7. Technology and Troubleshooting

- Employees are responsible for maintaining functional hardware, software, and internet connectivity.
- Any technical issues affecting participation must be reported promptly.

### 8. Follow-Up and Accountability

- Employees must complete assigned action items and deliverables arising from virtual meetings in a timely manner.
- Failure to meet expectations may result in corrective action or revocation of remote work or meeting privileges.

## **12. Monitoring Employee Activities**

The Employer will monitor employee activities ("Employee Activities") on Company Property using a tracking program or software. Employee Activities may include, but are not limited to web searches, active web cameras or microphones, typing frequency and mouse clicks, or time spent in websites or programs. The tracking program or software may also include GPS and location monitoring of Company Property.

The Employer respects the Remote Employees' privacy and will only monitor work-related activities to ensure productivity and compliance with company policies.

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## 13. Data Security

Remote Employees must ensure that all company data ("Company Data") they view or possess as a result of their work remain secure and confidential. Company Data includes all information relating to the Employer, its business operations, clients or customers, and employees, such as proprietary information, intellectual property assets or trade secrets, or financial data.

Remote Employees must follow the following rules to protect Company Data:

- Remote Employees must always connect to a virtual private network (VPN) when working remotely, especially when accessing or dealing with sensitive information;
- Remote Employees must use passwords on all work devices to maintain the security and confidentiality of all Company Data and prevent unauthorized access and data breaches. Remote Employees must also use encryption tools to secure digital documents when possible;
- Remote Employees may not download software or computer programs without permission. If a Remote Employee needs a particular software or program to perform their job, they must request assistance from the IT Department;
- Remote Employees must avoid opening or clicking on any suspicious links in emails. Remote Employees should report suspicious emails to the IT Department so they can address, review, and determine if the emails or links pose a potential cyber threat;
- Remote Employees must keep all documents in a secured and locked cabinet to ensure that unauthorized persons, including family or household members, will not have access to sensitive and confidential information. The Employer may request Remote Employees to shred any documents in their possession when they are no longer needed; and
- Remote Employees must use company-controlled applications for all work-related communication.

## 14. Check-Ins

Remote Employees will have regular check-ins with their immediate supervisor throughout the year to ensure that they remain happy, productive, and feel included while working remotely. The Remote Employees and their immediate supervisor will mutually decide on the specific dates, frequency, and other details of the check-ins.

Check-ins may be used to ask Remote Employees about any work-related concerns they may have about their work and the Remote Work arrangement.

## 15. Social Events or Team Activities

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The Employer recognizes that Remote Work can lead to feelings of loneliness or isolation. The Employer encourages Remote Employees to participate in social activities to connect with their colleagues. The Employer will specify the location (whether in person or remote) and the time (whether during or after work hours) for each event.

Any social activities planned by the Employer will be communicated to the Remote Employees in advance so they can plan accordingly.

## **16. Disciplinary Actions**

### **a. Types of Disciplinary Actions**

Remote Employees who exhibit unacceptable behavior while working remotely or violate this Policy will be reprimanded by the Employer using the appropriate disciplinary action, depending on the severity and extent of the violation. Discipline may be in the form of:

- A verbal warning;
- A written warning;
- Termination of employment; or
- Performance Improvement Plan (PIP)
  - A structured plan detailing required corrective actions, measurable objectives, and a timeline for improvement.
  - Typically used for repeated or significant performance-related issues..

### **b. Grounds for Disciplinary Action**

Grounds for disciplinary action include, but are not limited to, the following:

- Being untruthful about the location where they are working or relocating without approval;
- Being untruthful about the number of hours worked or submitting inaccurate timesheets;
- Engaging in personal tasks or running errands during work hours without their immediate supervisor's consent;
- Consistent low productivity or poor work performance;
- Unauthorized disclosure of confidential or proprietary Company information;

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- Unauthorized use, theft, damage, or destruction of Company property, equipment, or devices; or
- Any other action or conduct that breaches this Policy, the Employee Handbook, or any other Employer policy, procedure, standard, or expectation.

## **17. Employee Handbook and Other Policies**

This Policy should be read together with the Employee Handbook.

If the Employee Handbook has incompatible rules with this Policy, this Policy shall prevail.

## **18. Workers' Compensation Insurance**

Remote Employees are entitled to workers' compensation insurance if they sustain a work-related injury while on duty.

Remote Employees must follow any Employer procedures and rules for reporting work-related injuries.

## **19. Additional Guidelines**

### **a. Equipment and Technology Use**

- Clarifies which devices are provided by the employer and which are employee-provided.
- Outlines responsibilities for proper use, maintenance, and return of company property.
- Covers acceptable use, cybersecurity, software licensing, and IT support procedures.

### **b. Data Privacy and Confidentiality**

- Reinforces that remote employees must safeguard company data and client information.
- Requires compliance with HIPAA, FERPA, or other regulatory requirements if applicable.
- Prohibits unauthorized recording, sharing, or transmission of sensitive information.

### **c. Health, Safety, and Ergonomics**

- Employees must maintain a safe and ergonomically appropriate workspace.
- Employer may provide guidance or equipment recommendations but is generally not responsible for home office setup.
- Self-certification of workspace safety may be required.

### **d. Work Location**

- Specifies that employees must work from an approved remote location.
- Out-of-state or international work may require additional approvals due to tax, labor, or regulatory considerations.
- Covers relocation and temporary remote work arrangements.

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**e. Work Hours and Time Zones**

- Reiterates expectation to maintain assigned hours and availability.
- Provides guidance for employees working in different time zones.

**f. Communication and Collaboration**

- Rules for virtual meetings, check-ins, status updates, and reporting deliverables.
- Core hours and response-time expectations may be defined.

**g. Performance and Accountability**

- Clarifies that remote work does not alter job expectations, performance standards, or employment status.
- May include metrics or reporting procedures for evaluating remote performance.

**h. Compensation and Benefits**

- Confirms that remote work does not change pay, benefits, or eligibility for overtime.
- Notes any limits on reimbursements for home office expenses.

**i. Policy Modifications**

- Employer reserves the right to modify or terminate remote work arrangements at any time.
- Changes will be communicated in writing and may be applied prospectively.

**j. Legal Compliance**

- Employees must comply with all federal, state, and local employment laws, including wage and hour regulations.
- Employees must also comply with any industry-specific regulations (HIPAA, FERPA, financial compliance, etc.).

**20. Inquiries**

- If you have any questions about the Policy, please contact your immediate supervisor or contact the Remote Work Coordinator - Stephanie Bolin at 423-534-4515.
- If you have any IT-related questions or concerns, please contact the Owner - Stephanie Bolin at 423-534-4515.

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## **ACKNOWLEDGMENT AND ACCEPTANCE FORM**

(Human Resources Department Copy)

I acknowledge that I received a copy of Fighting For Families LLC's Remote Work Policy and I understand I am fully responsible for reading the contents of Fighting For Families LLC's Remote Work Policy.

I understand that by signing this Acknowledgment and Acceptance Form, I am agreeing to follow Fighting For Families LLC's Remote Work Policy.

Employee's Signature	Date
Employer's Signature	Date

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*Please sign, date, and retain this second copy of the Acknowledgment and Acceptance Form for your reference.*

Employee's Signature	Date
Employer's Signature	Date