

## **Westincor Limited Remote Work and Telecommuting Policy**

**1. Purpose** The Remote Work and Telecommuting Policy outlines the guidelines for employees of Westincor Limited who work remotely or telecommute. This policy is designed to ensure that remote work arrangements support the company's business objectives while providing flexibility for employees to balance their work and personal responsibilities.

**2. Scope** This policy applies to all employees of Westincor Limited who are approved to work remotely on a full-time or part-time basis. It covers expectations regarding work hours, communication, data security, and performance management.

**3. Eligibility** Remote work and telecommuting are not an automatic entitlement and are subject to approval by the employee's supervisor and Human Resources. Eligibility for remote work will depend on the nature of the employee's role, job responsibilities, and the ability to maintain productivity and performance while working remotely.

Factors considered for eligibility include:

- The employee's job duties and whether they can be effectively performed remotely.
- The employee's track record of performance and reliability.
- The potential impact on team collaboration and client services.
- The availability of necessary technology and resources to work remotely.

**4. Remote Work Arrangements** Remote work arrangements may vary based on individual roles and business needs. These arrangements may include:

- **Full-time Remote Work:** Employees work remotely on a full-time basis, with occasional visits to the office as required.
- **Part-time Remote Work:** Employees split their time between working remotely and working on-site at a company office or project site.
- **Temporary Remote Work:** Employees work remotely for a specific period, such as during a temporary office closure, personal circumstances, or as part of a pilot program.

All remote work arrangements must be documented and approved by the employee's supervisor and Human Resources.

**5. Work Hours and Availability** Remote employees are expected to maintain regular work hours as agreed upon with their supervisor. Any variations in work hours should be communicated and approved in advance. Remote employees must:

- Be available for meetings, calls, and collaboration during regular business hours.
- Respond to emails, messages, and other communications in a timely manner.
- Notify their supervisor if they are unable to work due to illness or other reasons.

**6. Communication and Collaboration** Effective communication is essential for successful remote work. Employees must maintain regular contact with their team members and supervisors. This includes:

- Participating in scheduled team meetings, video conferences, and project updates.
- Using company-approved communication tools and platforms for collaboration.
- Keeping their calendars up-to-date and sharing availability with their teams.

Supervisors are encouraged to schedule regular check-ins with remote employees to ensure ongoing support, engagement, and alignment with business goals.

**7. Equipment and Technology** Westincor Limited will provide the necessary equipment and technology to support remote work, such as laptops, software, and access to company networks. Remote employees are responsible for:

- Ensuring their work environment is equipped with reliable internet connectivity.
- Protecting company equipment and data by following IT security policies and procedures.
- Reporting any technical issues to the IT department promptly.

Employees may be required to return company equipment if their remote work arrangement ends or if they leave the company.

**8. Data Security and Confidentiality** Remote employees must adhere to Westincor Limited's data security and confidentiality policies. This includes:

- Using secure connections (e.g., VPN) to access company systems.
- Storing sensitive data securely and not sharing it with unauthorized individuals.
- Following best practices for cybersecurity, including regular password updates and avoiding public Wi-Fi for work-related tasks.

**9. Performance Management** Remote employees will be held to the same performance standards as on-site employees. Supervisors will:

- Set clear expectations and objectives for remote work performance.
- Monitor productivity and output through regular reviews and progress reports.
- Provide feedback and support to remote employees as needed.

Failure to meet performance expectations may result in the termination of the remote work arrangement.

**10. Health and Safety** Westincor Limited is committed to ensuring a safe work environment for all employees, including those working remotely. Remote employees are responsible for:

- Maintaining a safe and ergonomic workspace at home.
- Following all applicable health and safety guidelines.
- Reporting any work-related injuries to their supervisor immediately.

**11. Expenses and Reimbursement** Westincor Limited will reimburse remote employees for pre-approved work-related expenses incurred during remote work. This may include costs related to internet usage, office supplies, or travel for occasional office visits. Employees must submit expense reports with proper documentation for reimbursement.

**12. Termination of Remote Work Arrangement** Westincor Limited reserves the right to modify or terminate remote work arrangements at any time, based on business needs or performance issues. Employees may also request to return to an on-site work arrangement, subject to approval by their supervisor.

**13. Policy Review** This Remote Work and Telecommuting Policy will be reviewed periodically to ensure it remains relevant and effective. Any changes will be communicated to all employees in advance.

**14. Acknowledgment** I have read, understood, and agree to comply with Westincor Limited's Remote Work and Telecommuting Policy.

**Name:**

**Signature:**

**Date:**