



REMOTE WORK PROGRAM

Program Description

Flyers Energy (Flyers) considers remote work to be a viable arrangement when both the Team Member (TM) and the job position are well-suited to remote work. Remote work may be appropriate for some TMs and positions, but not for all. This program is not an entitlement or a company-wide benefit and does not change the terms or conditions of employment with Flyers.

To work remotely, a TM must demonstrate a high degree of integrity, judgement and responsibility as well as possess a high level of time management, communication, and organizational skills. This program allows TMs to work remotely for all or part of their work schedule on a regular or temporary basis.

Establishing a Remote Work Agreement:

Either a TM or a Manager/Supervisor can propose a possible remote work arrangement. In both cases, the TM is required to: Complete a **Remote Work Application**, and, if the application is approved, complete a **Remote Work Agreement**.

1. Remote Work Application:

- TM must complete the Remote Work Application form, at least 2-4 weeks prior to the requested start date. This allows time for adequate review and response.
- Manager/Supervisor must review the Remote Work Application and:
 - Consider the information provided by the TM
 - Consider the TM's past demonstrated level of performance, as well as their overall judgement, time management, communication, and organizational skills.
 - Determine whether the TM meets the eligibility requirements as set forth below.
 - Determine whether the job responsibilities are appropriate for remote work.
- Manager/Supervisor must complete the Manager section of the Remote Work Application indicating their approval/denial and the reason for the decision. It is the Manager/Supervisor's responsibility to communicate their decision to the TM.
- Manager/Supervisor will submit a completed copy to HR for review and tracking.
- With HR's approval, the Manager/Supervisor will complete the **Remote Work Agreement** form.

2. Remote Work Agreement:

- Manager/Supervisor will work with the TM to determine and document the TM's remote work schedule.
- Manager/Supervisor and TM must agree to and document minimum performance requirements including, but not limited to:
 1. Regularly scheduled TM/Manager one on one meetings to discuss work progress, productivity, priorities and performance. These meetings should be scheduled via an agreed upon platform, with the same frequency as if the TM were working on-site.
 2. TM must agree to attend, via an agreed upon platform, all team meetings.
 3. TM must agree to be available and responsive during their remote work hours for regular communications by phone, e-mail and other platforms between



themselves and their team, other internal TMs/teams, customers, and their Manager/Supervisor.

- TM must agree to abide by all of the TM Certifications as set forth on the Remote Work Agreement form.
- TM and Manager/Supervisor will sign the Remote Work Agreement and submit it to HR for review. Once reviewed by HR, a copy of the Remote Work Agreement will be submitted to the TMs Director for approval, returned to HR, and placed in the TMs personnel file.
- The Remote Work Agreement may be revised or ended at any time, for any reason including but not limited to:
 1. A modification of the Remote Work Program,
 2. The TM's performance/attendance/conduct/ability to adequately perform in the position remotely/etc.
 3. Department or business needs.
- If Flyers decides to discontinue the Remote Work Agreement, every effort will be made to provide advance notice of at least 2 weeks to allow for the TM to transition back to the office. There may be rare instances where advance notice is not possible.

Remote Work Eligibility:

Eligibility for Remote Work includes:

- 12 months of continuous, regular employment
- No issued disciplinary notices within the last 6 months
- No outstanding PIP (Performance Improvement Plan)
- Demonstrated high level of responsibility, integrity, and judgement, as well as effective time management, communication, and organizational skills.
- The responsibilities of the position must be well suited to a remote work arrangement.
- TM must have access to an internet connection that is adequate for their job duties.
- The proposed remote work environment must be secure, safe, and allow for an appropriate level of confidentiality, privacy, and freedom from distractions.

These eligibility requirements are subject to modification by Flyers at any time.

A Remote Work Agreement is not required for occasional/short-term (less than 3 days) remote work, or in an emergency situation with no advance notice. All short term temporary (written or implied) agreements are subject to Management pre-approval on a case-by-case basis, taking into consideration both TM and business needs. TM shall have no expectation of continuance beyond 3 days.

Policy Compliance:

TMs must adhere to all Flyers policies as described in the TM Handbook. All policies continue to apply, regardless of the TM's physical location. Company policy or safety violations of any kind may result in disciplinary action up to and including termination.

TMs who are paid on an hourly basis and are non-exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all time worked using an assigned time keeping system. TMs must take the required break periods as outlined in our company policy. All overtime requires advance approval from the Manager/Supervisor. TMs are expected to review and initial



their continued acknowledgement of the meal period policy. Violations of these policies may result in disciplinary action or termination of the Remote Work Agreement.

TMs are expected to discuss the Remote Work Program and Flyers policies with household family members prior to beginning remote work. Remote work is not designed to be a replacement for appropriate child care. A TM's scheduled work hours may be modified to accommodate child care needs only with prior Management approval.

Compensation and Benefits:

TMs compensation, benefits, sick leave, and vacation will not change due to the Remote Work Agreement.

TMs working >50% of their total working hours remotely will receive \$75 per month as a remote working allowance to cover office related costs (e.g. phone, internet). TMs working remotely < 50% of their total working hours may submit a request for a reasonable remote working allowance, up to \$75 per month.

The TMs total number of work hours will not change due to the Remote Work Agreement and the TM will continue to be responsible for reporting time accurately and in accordance with Flyer's policy.

Tax and other legal implications for the business use of the employee's work site are based on IRS and state and local government restrictions and are the sole responsibility of the TM.

Equipment and Supplies:

The following chart will serve as a guide for equipment to be assigned to TMs operating under a Remote Work Agreement (with the exception of temporary or otherwise short-term Remote Work Agreements).

% of Work Scheduled Remotely	Equipment Provided by Flyers	Pre-approved Office Supplies to be Reimbursed
< 50% of total work hours are scheduled remotely	<ul style="list-style-type: none"> • Laptop • Virtual Office Extension or Extension/Line Forwarding 	None - All office supplies should be obtained in office, or requested through Manager/Supervisor
≥ 50% of total work hours are scheduled remotely	<ul style="list-style-type: none"> • Laptop • Standard monitor (22" widescreen) • USB docking station/port replicator • Standard USB corded Mouse and Keyboard • Virtual Office Extension or Extension/Line Forwarding 	Reimbursed with Manager/Supervisor approval: <ul style="list-style-type: none"> • Writing utensils • Notepads • Manilla folders • Paper clips/Staples • Other basic office supplies

Flyers provided equipment is the sole property of Flyers, will be maintained by Flyers, and must be returned to the IT Department upon termination of the Remote Work Agreement or upon separation of employment. All other equipment, software, peripherals, and accessories used in conjunction with Flyers supplied equipment must be pre-approved by the IT Department and remains the property and responsibility of the TM. Flyers accepts no responsibility for damage, repairs or maintenance of property not owned or supplied by Flyers.



Flyers will reimburse TM for reasonable and necessary office supply items on the pre-approved supply list for business use only. These expenses will be reimbursed via an expense reimbursement form which must be approved by the Manager/Supervisor. Expenses should be submitted within 30 days of purchase.

Flyers reserves the right to modify the equipment and supply list, replace equipment provided, or require the return of equipment based on business needs or a modification of the Remote Work Agreement or Program.

Flyers will not provide or be responsible for the installation, set up, configuration or maintenance of:

- Internet service connection.
- Home network/WiFi.
- Any cabling, rewiring, or TM owned equipment set up or installation.

Equipment supplied by Flyers is to be used for business purposes only. TM must keep the equipment safe and avoid any misuse of the equipment. Specifically, TM must:

- Keep their equipment password protected.
- Keep equipment in a safe and clean space.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.

On a case-by-case basis, the organization may determine that additional equipment, supplies or reimbursement for business related expenses is reasonable and necessary.

The Remote Work Agreement will include a list of all the equipment supplied by Flyers.

Remote Work Environment & Safety Precautions:

The proposed remote work environment must be secure, safe, and allow for an appropriate level of confidentiality, privacy, and freedom from distractions. The TM must comply with all of Flyers workplace safety policies. A Workspace Safety Checklist must be completed by the TM prior to beginning a Remote Work Agreement.

Flyers will not be responsible for additional costs associated with the setup of the TM's remote office workspace. If the TM cannot work from home safely, the TM does not qualify for this remote work program. Any questions about these safe work requirements must be resolved prior to the TM submitting an application for remote work.

Any injuries suffered in the predefined workspace, during work hours, and in the performance of work activities must be reported immediately to the TM's Manager/Supervisor and HR.

Only equipment owned by Flyers is covered under Flyers Insurance.

Data Security/TM Privacy:

In accordance with Flyers TM Handbook and the Confidentiality Agreement signed by each TM upon joining Flyers, the TM is responsible for maintaining the security and confidentiality of materials that they access as part of their employment with Flyers. The TM is responsible for understanding and abiding by the Data Security section of the IT Security Policy, as listed on the company intranet under the Technology homepage.

TMs with access to Virtual Private Network (VPN) to secure connections with company servers and networks may use the VPN during work hours and for work activities only. All TM activity and usage of Flyers owned equipment, subscribed or managed devices, files, or networks is subject to company access and monitoring at any time.