



## TELECOMMUTING POLICY

SU-P-05  
Rev.:02  
Date: 2018/04/04

### Introduction

Telecommuting refers to an alternative work arrangement mutually agreed upon by an employee and their manager, wherein the employee works off-site on a regular or occasional basis. This policy has been created by AET in efforts to provide staff with more flexible work arrangements and reduce our carbon footprint. Telecommuting can be done for many reasons, such as the avoidance of a lengthy commute, the benefit of having a quiet workspace and the creation of more time in the work day. More importantly, it is done to reinforce AET's commitment to Environmental Stewardship.

As a part of our commitment to a sustainable workplace, AET will provide an opportunity for staff to explore flexible work arrangements. These guidelines have been developed to ensure that working from home does not interfere with employees' productivity and quality of service. Due to the various roles and working arrangements taking place among different AET staff members, it is not possible to provide a singular telecommuting arrangement. The details of each telecommuting arrangement must be established with the appropriate person of hierarchy. The following are the fundamental elements of this policy:

1. These Guidelines apply to AET staff:
2. Telecommuting is a privilege and a valuable benefit in appropriate circumstances. It is not a right or an entitlement. Some positions and jobs may be suitable for telecommuting, however, not every job will be.
3. Staff members must ensure that working remotely does not interfere with their regular work duties
4. Staff members must complete the Telecommuting Checklist and submit to one's Supervisor for approval.
5. Telecommuting must be approved on a continual basis by one's Supervisor.
6. In order for the various divisions at AET to function effectively, staff must attend the workplace regularly.

### Approval and Termination of Telecommuting Arrangements

1. AET staff interested in telecommuting must consult their appropriate supervisor for approval. This will require the staff member to outline their tasks they plan to complete while working remotely.
2. AET staff members may be required to submit a written application to his/her supervisor, which includes the following information: name, position, time period for request, off-site

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work location, contact information, proposed working hours on and off site and work assigned.

3. While telecommuting, each staff member must be available via telephone or email during regular business hours.
4. While telecommuting, each staff member must have access to a computer with the processing speeds, internet access and software (i.e. MS Office Word and Excel) required for completing assigned tasks. If a satisfactory personal computer is not available, a company laptop may be assigned to the telecommuter.
5. Approval of telecommuting lies at the discretion of the applicable supervisor.
6. Work completed while telecommuting may be monitored by ones supervisor to ensure tasks are completed and goals are met.
7. Telecommuting arrangements and agreements may be terminated at any time without notice.

### Workspace and Equipment

1. AET staff members that have been granted telecommuting privileges are responsible for providing a safe, secure and effective off-site workspace at their own expense.
2. AET staff that are telecommuting are responsible for safe and secure handling of all company property that is taken off-site. This includes company equipment needed for work tasks, company documents and files (hardcopy and electronic) that may be stored off-site in one's home or home computer.
3. The use of company equipment, software, and data supplies at the off-site workspace is limited to authorized persons and for purposes relating to company business.
4. When company equipment is used off-site the company will provide for repairs. However, when AET staff use their own equipment for purposes related to company business, the employee is responsible for maintenance and repair of equipment.
5. Office supplies for off-site work will be provided by the company as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless they are pre-approved by the employee's manager
6. AET will not reimburse staff for internet or phone usage costs incurred while telecommuting unless they are pre-approved by the employee's manager

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7. All company files saved on personal computers must be uploaded to the AET server and deleted from one's personal hard drive when they are no longer in use.

### Compensation and Work Hours

1. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the telecommuting program.
2. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the telecommuting program.

### Worker's Compensation, Liability and Taxation

1. During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by worker's compensation.
2. The employee's home workspace will be considered an extension of the company's workspace. Therefore, the company will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.
3. Rules regarding the reporting of accidents or injuries in the workplace will also apply to the off-site work location.
4. The company assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.
5. The company is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.
6. It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The company will not provide tax guidance nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

### Review

This policy shall be reviewed annually by the Sustainability Team, revised accordingly and approved by the Chair and Owner Representative.

Sustainability Team Chair

Owner Representative