



Telecommuting Policy

Doc No.: SU-POL-05
Rev Date: 2023-03-27
Rev No.: 06
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Reviewed by: Sustainability Team Chair

Approved by: Managing Director

1.0 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 workday. More importantly, it is done to reinforce AET's commitment to becoming a Net Zero Carbon Emissions Company.

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 Supervisor/Manager.

The following are the fundamental elements of this policy:

1. Permanent full-time, part-time, contract and temporary employees are eligible to telecommute.
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. Telecommuting must be approved on a continual basis by one's Supervisor/Manager.

2.0 Approval and Termination of Telecommuting Arrangements

1. AET staff interested in telecommuting must consult their appropriate Supervisor/Manager for approval and complete the telecommuting checklist form annually. This will also require the staff member to outline their tasks they plan to complete while working remotely.
2. While telecommuting, each staff member must be available via telephone or email during regular business hours.
3. 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, as well as proper up to date virus protection. If a satisfactory personal computer is not available, a company laptop (if available) may be assigned to the telecommuter.
4. Approval of telecommuting lies at the discretion of the applicable Supervisor/Manager.
5. Work completed while telecommuting may be monitored by one's Supervisor/Manager to ensure tasks are completed and goals are met.
6. Telecommuting arrangements and agreements may be terminated at any time without notice.



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3.0 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 may 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 Supervisor/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 Supervisor/Manager.
7. All company files shall not be saved on personal computers and must be uploaded to the AET server.

4.0 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.

5.0 Worker's Compensation, Liability and Taxation

1. During work hours and while performing work functions in the designated work area of the employees' home, telecommuters may be covered by worker's compensation. Employees should also consult their home insurance policies for additional coverage options.
2. Rules regarding the reporting of accidents or injuries in the workplace will also apply to the off-site work location.
3. 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.



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6.0 Sustainability

While working from home, employees are encouraged to adhere to AET's in-office sustainability policies including the Waste Management Policy, Water Conservation Policy, and Purchasing Policy. Employees should be mindful of their energy usage and follow the suggestions below to reduce energy consumption.

1. Use energy efficient (e.g., ENERGY STAR certified) equipment and set energy-saving settings (e.g., low power, energy-saving mode) where possible.
2. Work in natural light when possible and opt for task lighting or switch to LED bulbs when additional lighting is required.
3. Use a smart power strip to power work equipment and unplug when not in use to ensure you are not drawing power while you're not working.
4. Check HVAC system and switch out air filters when dirty. Clean filters use less energy and reduce the strain on your system.
5. Consider utilizing space heaters and fans to regulate temperature in your workspace rather than adjusting your thermostat.

7.0 Revision History

Rev. #	Description of Change	Revision Date
00	Initial Release	2013-10-31
01	Added Telecommuting Checklist	2016-07-05
02	Yearly Review.	2018-04-04
03	Yearly Review.	2020-03-16
04	Yearly Review.	2021-01-15
05	Updated to new format. Included information about sustainable practices while working from home.	2021-07-07
06	Yearly Review and updated files saving protocol	2023-03-27