

## REMOTE FIRST POLICY

### Scope and Application

This policy applies to all employees at Heliolytics. Heliolytics reserves the right to amend, modify or discontinue the remote first policy, as set out below.

### Remote First Definition

In today's digital age, most (if not all) work can be done on-line, at any time, from anywhere. Almost. Heliolytics is a **remote first** company which means that the majority of meetings and work will be designed assuming that employees will be working remotely. Occasionally, employees will be asked to come to the office for meetings, events, or to collaborate on projects. Each team will have different requirements for the frequency of the in person meetings.

Within reason and because Heliolytics is incorporated in Ontario some guidelines apply. Due to either requirements of a role, time zones, or standards governed by the Province of Ontario some roles may or may not be able to be conducted outside of the Province, or Country. The section below outlines the guidelines employees should know when planning for remote work.

All employees working from home are expected to have the same level of productivity, collaboration, and professionalism as when they are working in the office. Technology enables employees to work in the same manner from home as at the office and the expectation is that the working relationship will be seamless for our clients, suppliers, and colleagues. If there is anything (for example technical, scheduling etc.) preventing an employee from achieving the same level of productivity, collaboration, and professionalism as in the office, that employee is expected to immediately inform their direct Manager and work through solutions and/or possible other alternatives.

It is important to remember that there is a difference between "province of employment" (in all cases, Ontario), compared to location of employment (in some cases, this may vary). The province of employment and the location of employment at the time of hire, as stated in the employment contract, are what governs an employee's relationship with Heliolytics.

### Working in Ontario

Occasionally, employees will be required to come into the office for meetings and events. The frequency and requirements of these in-person meetings will vary based on role or team. Employees will receive notice prior to an in person meeting so that any plans and home-life accommodations can be made. This notice given will differ depending on the team you are on.

Time in transit does not count towards hours worked and travel expenses will be covered by the employee and not Heliolytics.

## **Working Within Canada but Outside of Ontario**

In the event that an employee is looking to work outside of the Province of Ontario during their time at Heliolytics, this is subject to approval of their Manager and with communication to the People & Organization Team. In some cases, the Manager and/or Company may require the employee to come into the office - if that is the case, Managers will provide the required notice for their team. Travel expenses will be covered by the employee and not Heliolytics.

Any and all personal tax implications or changes that are a result of the change in provincial location are the responsibility of the employee. Any additional payroll taxes and deductions will apply.

Employees will be required to adhere to the working hours of Heliolytics as outlined below.

## **International Remote Work**

From time to time, employees may want to work internationally. Requests to work internationally are subject to both Manager and the People & Organization Team's approval. Heliolytics accepts requests for employees to work internationally for up to 90 days, after which, the employee is required to return to the original province of employment, or request an extended leave (subject to approval by the CEO). Heliolytics reserves the right to request an employee to return to the original province of employment. In the event that an employee exceeds the 90-day time period, and refuses to return to the home province of employment, *and/or* the request to extend international remote work is denied, Heliolytics will view the role as abandoned.

Employees will be required to adhere to the working hours of Heliolytics as outlined below.

## **Working Hours and Availability**

Employees are required to work during the core hours of 9am to 5pm eastern time, Monday to Friday, including attending standing meetings, as well as any hours outside of the core hours necessary to meet the expected number of work hours for the day or pay period.

Employees are required to be available over Slack or Google Meet during scheduled hours, with the exception of their lunch break. Employees must ensure that they are logged into Slack during working hours. When on a break, in a meeting, or away from their desk during the work day, employees should update their status in Slack accordingly.

If an employee is working hours outside of the core hours of Heliolytics, they must speak with their Manager for approval.

## **Equipment, Software & Services**

The employee must have the following equipment, software, and services:

- High-speed Internet with a minimum download speed of 50 Mbps and upload speed of 10 Mbps
- Strong wireless or wired connection to their computer
- Reliable power and uninterrupted power supply if they are in a location with frequent power interruptions

Heliolytics will subsidize all employee's internet costs in the amount of \$12 per month.

Heliolytics will provide the equipment, software, and services. Company-owned/supplied equipment is to be used for company business only. Employees should use equipment supplied by Heliolytics for work and not use it as a personal computer or for personal use. Heliolytics reserves the right to monitor any and all aspects of its electronic and computer systems. Therefore, there is no right to privacy in anything created, stored, sent, or received on Heliolytics's computer systems.

All equipment supplied by Heliolytics remains the property of Heliolytics and must be returned at completion of employment or upon request.

## **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by Heliolytics's workers' compensation policy. Employees who work from home are responsible for notifying the employer of such injuries as soon as it is practical.

Heliolytics 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 be injured within or around the employee's home.

## **Company Policies**

While working remotely, employees are expected to adhere to our policies and procedures as set out in our Employee Handbook website. Heliolytics policies and procedures contained therein continue to apply regardless of the location of work.