



La Posada Providencia's TELECOMMUTING POLICY AND PROCEDURE

Objective

Telecommuting allows employees to work at home or another location for all or part of their workday. **La Posada Providencia** (the “Company”) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and positions, but not for others. Telecommuting is not a formal, universal benefit. Rather, it is an alternative method of meeting the needs of the Company. This policy in no way changes the terms and conditions of employment. A flexible work arrangement is considered a privilege and not a right.

Eligibility

Successful teleworkers will have the support of their managers, and employees cannot telecommute without prior consent. Employee requests will be approved based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their manager’s ability to manage remote workers. Once approved, an employee is free to telecommute in accordance with the schedule approved by their manager.

Communication

Employees must be available by phone and email during core business hours and consistent with the schedule approved by their manager. All client interactions will be conducted in a quiet location so as not to disrupt or deter from the interaction. Employees must still be available for staff meetings, and other meetings as deemed necessary by management.

Equipment

The Company may provide specific tools/equipment for the employee to perform their current duties. This may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and other equipment as deemed necessary. The Company will determine which, if any, equipment it will provide on a case-by-case basis. In the case where the Company does not provide any equipment as outlined above, employees should work with their managers to determine which, if any, will be reimbursed by the Company, and all such reimbursement will be done to the extent applicable by law.

The use of equipment, software and data supplies when provided by the Company for use at a remote work location is limited to authorized persons and for purposes relating to company business. The Company will provide for repairs to company equipment.

If employees use their own equipment, the Company may determine if the equipment contains appropriate software and configuration in order for the employee to effectively and securely perform work-related tasks. Employees are responsible for all maintenance and repair of their own



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equipment, and the Company accepts no responsibility for damage or repairs to employee-owned equipment.

A loaner laptop may be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request.

In the event Company has provided the employee with Company-owned equipment to keep at home, upon termination, all company equipment must be returned unless other arrangements have been made.

Dependent Care

Telecommuting is not designed to be a replacement for dependent care. Although an employee's schedule may be modified to accommodate dependent care needs, the focus of telecommuting must remain on job performance and meeting business demands. While telecommuting you are expected to have dependent care arrangements in place. If you are the primary caregiver during work hours you must have management approval. While telecommuting your workspace may be in a shared space please try to limit distractions. You are expected to be on time for scheduled calls, focused on work and calls, and available during work hours.

Security

Consistent with the Company's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the environment.

Safety

An employee's home workspace will be considered an extension of the Company's workspace. Therefore, employees are expected to maintain their home workspace in a safe manner, free from safety hazards. As the Company may be liable for injuries or illnesses that occur during an employee's agreed-upon work hours, an employee's at-home work hours must conform to a schedule agreed upon by the employee and their supervisor. Telecommuting employees are responsible for notifying management of any injuries that are connected to their job as soon as practicable. The Company does not assume any liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

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.

Telecommuting is not designed to be a replacement for child care. Although an employee's schedule may be modified to accommodate child care needs, the focus of telecommuting must remain on job performance and meeting business demands.



Time Worked

Compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. The amount of time an employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

Non-exempt employees will be required to accurately record all hours worked using the Company's timekeeping system. Hours worked beyond a normal workday will require the advance approval by the employee's supervisor.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Failure to comply with the requirements outlined in this policy may result in the immediate termination of the telecommuting agreement. Egregious and/or blatant misuse will result in disciplinary action, up to and including termination.

The Company reserves the right to update or revoke this Policy at any time, with or without notice.