



MIKE CARNEY GROUP

TELEWORK (Working from Home) POLICY

1. GENERAL

Mike Carney is committed to providing policies and provisions designed to help employees balance their work, personal, and family responsibilities. In keeping with our goal of being a workplace of choice, and “more than just a job” this policy will assist in meeting both business and sustainable development objectives while satisfying the growing needs of employees to improve their overall quality of life.

Changes are occurring in the labor market with a shift towards more knowledge workers, as well as changes to traditional family structures, employees' expectations of work, and the definition of career aspirations and job satisfaction.

Flexibility in the workplace to accommodate work, personal and family needs can result in benefits to organisations such as:

- a competitive edge for attracting and retaining highly skilled individuals.
- reduced levels of employee stress and conflict.
- higher levels of productivity and reduced absenteeism.
- higher levels of employee satisfaction and motivation.
- a more satisfying work environment.
- ability to accommodate employment related needs for employment equity designated group members.

Both managers and employees are responsible to ensure that operational needs of the organisation are met and that neither productivity nor costs are negatively impacted by the application of this policy.

2. POLICY OBJECTIVE

To allow employees to work at alternative locations, thereby achieving a better balance between their work and personal lives, while continuing to contribute and improve the outcome of organisational goals.

3. POLICY STATEMENT

Mike Carney recognises the opportunities that a flexible working arrangement such as the telework option can present and encourages departments to implement telework arrangements where it is economically and operationally feasible to do so, and in a fair, equitable and transparent manner.

DEFINITIONS

- a) **Telework:** A flexible work arrangement whereby employees have approval to carry out some or all of their work duties from a telework place or “working from home”
- b) **Designated workplace:** The employee's designated workplace or business address where the employee would work if there were no telework situation
- c) **Telework place:** the alternative location where the employee is permitted to carry out the work otherwise performed at or from their designated workplace

4. ELIGIBILITY

Individuals requesting formal telework arrangements must be employed with Mike Carney for a minimum of 1 year of continuous, regular employment and must have a satisfactory performance record.

Before entering into any teleworking agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- a) **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognised as appropriate for successful teleworkers.
- b) **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a teleworking arrangement.
- c) **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- d) **Managers.** Managers may request to work from home under the following guidelines
 - a. Have a designated 2I/C that is accountable and responsible for the time that the manager is working elsewhere.
 - b. The production is enhanced and not inhibited
 - c. They are *fully* contactable and “online”
 - d. That they are *fully* communicable.
 - e. Is for a specific project or work package.

If the employee and manager agree and the human resource department concurs, a draft teleworking agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of teleworker performance during the trial period will include regular interaction by phone and e-mail, and availability in Microsoft Teams, between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for

continuance or modifications. Evaluation of teleworker performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the teleworker and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and teleworker will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

A trial period could be:

- a. One day a week or more.
- b. Full time.
- c. For a specific reason or work package.

5. POLICY REQUIREMENTS

Participation in telework is voluntary, that is no employee shall be required to telework. The approval of each telework situation shall be made on a case-by-case basis at the discretion of management. Departments are encouraged to seek possible telework employees.

Prior to approving requests from employees to telework, whether for some or all of the regular workweek, managers shall ensure that the following conditions apply:

- the nature of the work to be performed at the telework place is operationally feasible.
- the overall quality and quantity of work carried out in the designated workplace shall be sustained by the teleworker in the telework place.
- the work done at the telework place should be cost effective. Certain up-front costs are permissible, provided they can be recouped over a reasonable period.
- the terms and conditions of employment, provisions of relevant collective agreements and the application of existing policies and legislation will continue to apply in telework situations.
- the details of the telework arrangement must be discussed and agreed upon between the employee participating in the telework situation and the supervisor and at the request of either party these details will be put in writing. These details must as a minimum include: the voluntary nature of the arrangement; the duration of the arrangement; the specific days the employee will telework; hours of work; whether the arrangement will be regular or episodic; the telework location; work objectives and expected results; issues of liability (personal and equipment); responsibility for costs associated with telework (utilities and insurance); safety and health responsibilities; impact on colleagues; and the requirement to adhere to all aspects of government policies, rules and regulations;

A telework arrangement can be terminated at any time.

Once requests are approved, the manager should ensure employees who will be teleworking, and their colleagues, understand the impacts and practical considerations of the telework situation.

Equipment and electronic network requirements for any telework arrangement shall be decided upon on a case-by-case basis and an agreement reached between the employer and the employee prior to undertaking a telework situation.

- where the employer provides the equipment, the employer will assume the responsibility for normal maintenance and repair.
- if, the employee requests to telework using his/her own equipment, then he/she is responsible for the maintenance and repair unless otherwise agreed to by the employer.

Employees who participate in telework are responsible for:

- the costs of maintaining the telework place (such as insurance, cooling, and communication).
- adequately equipping the telework place from a safety and health point of view.
- respecting the terms and conditions of employment,
- using supplies, equipment and electronic networks belonging to the employer only for the purposes of carrying out the employer's work unless otherwise authorised by the manager.

6. TIME WORKED

Teleworking employees are to accurately record all hours worked using FOCUS time-keeping system.

Hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworker's supervisor. Failure to comply with this requirement may result in the immediate termination of the teleworking agreement.

7. SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Mike Carney will provide each teleworker with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Teleworking employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Teleworking is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a trial period.

8. AD HOC ARRANGEMENT

Temporary teleworking 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.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organisation and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organisation.

9. ACCOUNTABILITY AND MONITORING

To create and sustain a work environment that promotes and encourages work-life balance there is a requirement for managers to implement effective and efficient human resource practices such as accommodating telework requests, where it is economical and operationally feasible to do so. Departments must periodically evaluate the implementation of this policy to ensure it contributes to the well-being of their organisations and be able to demonstrate that teleworking arrangements comply with the conditions outlined in this policy. Mike Carney may undertake to monitor the effectiveness of this policy by measuring its use, benefits to organisations and adherence to the policy requirements.