

## 7.18 Telecommuting

The Company recognizes that telecommuting may be an effective work alternative appropriate for some employees and limited jobs. Telecommuting will not work for the vast majority of jobs at our Company. This policy, therefore, describes an alternative work arrangement that, in limited circumstances, may be mutually beneficial for the Company and certain employees. This policy reflects the Company's commitment to creating, developing, and retaining the most effective and productive workforce it can in today's competitive economic environment.

"Telecommuting" means working at home or other off-site locations that are linked through computers, telephones, and other equipment to one or more of the Company's locations. This includes employees in positions that allow a limited work from home ability. The Company maintains complete discretion over which employees and which positions may be eligible to telecommute, as well as the duration of such an arrangement. This discretion is generally defined by the preference and abilities of the employee, the Company's business needs, and applicable employment laws. The policy does not apply to situations in which a manager may permit an employee to work at home on a temporary, irregular basis.

Certain positions are more amenable to telecommuting than others. Positions that involve clearly defined and independently achievable objectives and minimal face-to-face contact are naturally more appropriate for telecommuting than positions requiring frequent personal interaction with customers, vendors, and other employees. Each manager, in collaboration with Human Resources, will decide requests to telecommute on a case-by-case basis, subject to continuing performance and independent duration requirements.

An employee working pursuant to a telecommuting arrangement is subject to the same terms and conditions of employment and will be expected to maintain the same level of professionalism, work quality, and work quantity that would be expected under a traditional work arrangement. Working hours will be mutually agreed upon by the manager and the employee and will be dictated by the needs of the business. Non-exempt employees will be expected to maintain meticulous records of all time worked. Telecommuting employees will be required to report to the office for work or meetings on an as-needed basis.

Telecommuting employees must also be able to establish a designated workspace in their homes. This workspace must provide assurance that confidential information pertaining to the Company, its employees, vendors, and customers will remain confidential. The Company retains the right to inspect the work area to ensure that a safe, productive environment is being maintained. The Company will provide employees with all necessary equipment, but the employee is responsible for providing adequate internet connectivity. Employees must also comply with all software license limitations imposed on or held by the Company. Dependent care issues must not interfere with the employees' work productivity or performance. Any tax implications related to the at-home work arrangement are the sole responsibility of the employee.

The Company reserves the right to modify or terminate any and all telecommuting arrangements at any time with or without notice.