

Cinnaire Remote Work Policy

Remote work provides you the benefits of flexibility, enhancing your work/life balance, and protecting your health and safety during a health emergency such as the COVID-19 pandemic.

1. PURPOSE

This remote work policy establishes guidelines for employees who elect to work from a location other than an official Cinnaire work site.

2. ELIGIBILITY

This remote work policy applies to all full-time and part-time employees.

Note: All employees, regardless of workplace status are required to reside within Cinnaire's footprint states or in states immediately adjacent.

3. SCOPE

All eligible employees will be granted the benefit of selecting their preferred work location status. The status is to be decided in consultation with their manager to determine the most beneficial arrangement for the staff and the organization. No decisions will be considered final until approved by the manager.

- a. Remote Only - no dedicated or scheduled office or workstation available
- b. Remote Occasional¹ - dedicated office/cube available
- c. Office Only² - dedicated office/cube available
- d. Office Occasional¹ - scheduled workstation available

¹ Occasional means less than three days per week.

² If you initially elect either of options (a) or (d) above, Cinnaire provides no guarantee that dedicated space will be available to you should you request a change in status in the future, but instead guarantees the availability of a scheduled workstation.

4. EQUIPMENT AND SUPPLIES

Cinnaire will provide only one complement of office equipment to each employee regardless of work location status.

"Remote Only," and "Office Occasional" employees may submit for reimbursement of any office supplies that are essential to their job duties.

In addition, Cinnaire will provide a monthly internet allowance and one-time stipend for office equipment based on work location status as follows:

4. EQUIPMENT AND SUPPLIES CONT.

Remote full time

\$50 monthly reimbursable expense allowance for internet (remitted quarterly through Certify)
One-time reimbursable expense allowance for office furniture up to \$250 (remitted through Certify upon purchase)

Office Occasional

\$35 reimbursable expense allowance for internet (remitted quarterly through Certify)
One-time reimbursable expense allowance for office furniture up to \$250 (remitted through Certify upon purchase)

Remote occasional

Not applicable

Office full time

Not applicable

5. TECHNICAL SUPPORT

Remote employees experiencing technical difficulties should contact Cinnaire's Information Technology Specialist for support.

6. SECURITY AND CONFIDENTIALITY

Remote employees are expected to take all proper measures to ensure the protection of company data, proprietary information, and assets.

7. COMPENSATION

No changes will be made to an employee's base compensation if they work remotely, regardless of their location. Remote employees will continue to be eligible for raises and promotions based on company policy and performance reviews.

IMPORTANT:

1. Failure to fulfill work requirements or adhere to policies and procedures while working remotely may result in termination or adjustment of remote work agreement.
2. In accordance with the [Fair Labor Standards Act \(FLSA\)](#), non-exempt employees who work remotely are required to strictly adhere to required rest and lunch breaks, and to accurately track and report their time worked. Non-exempt employees must also obtain prior approval from their manager before working any overtime.
3. In the event of a work-related illness or injury, remote employees should follow normal incident reporting procedures.

Version	Date	Updates / Comments	Updated By / Approved By
1.0	6-2-2021	Reviewed and Approved	Kevin Crawley