**Cinnaire Work Location Policy**

1. **PURPOSE**

This Work Location Policy (“Policy”) establishes guidelines for selections of preferred work location.

1. **ELIGIBILITY**

This Policy applies to all full-time and part-time employees.

All employees, regardless of work location status, are required to reside within Cinnaire’s footprint states or in states immediately adjacent. Any request to work at a location outside these parameters must be made to the employee’s manager, and approval for such request is at the sole discretion of the applicable Functional Area Head. *Immediately following such approval, the manager must notify the Director of Human Resources.*

1. **SCOPE**

All eligible employees are granted the benefit of selecting a preferred work location status. (See #2 above for location parameters.) The work location status is decided in consultation with the direct manager to determine the most beneficial arrangement for the staff and the organization. No decisions are considered final until approved by the manager. Following consultation and decision, *the manager must immediately report the employee’s status to the Human Resources Specialist.*

The following is the listing of available Work Location Status options with the applicable available site resources:

1. **Remote Only** - No dedicated or scheduled office or workstation available
2. **Remote Occasional\*** - Dedicated office/cube available
3. **Office Only** - Dedicated office/cube available
4. **Office Occasional\*** - Scheduled workstation available\*\*

\*Occasional means less than three days per week.

\*\*Workstations must be scheduled using the SKEDDA resource. Information and access is provided by Cinnaire’s Facilities Coordinator.

*NOTE*: If any employee initially elects either of options A or D above, Cinnaire provides no guarantee that dedicated space will be available should the employee request a change in status in the future, but instead guarantees the availability of a scheduled workstation only.

1. **EQUIPMENT AND SUPPLIES**

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

If an employee has selected options A or D, the employee may submit for reimbursement of any office supplies that are essential to their job.

Cinnaire will also provide a monthly Internet allowance and a one-time stipend for office furniture based on work location status as follows:

1. **Remote Only:** 
   * $50.00 monthly reimbursable expense allowance for Internet (remitted quarterly through Certify)
   * One-time reimbursable expense allowance for office furniture up to $250.00 (remitted through Certify upon purchase)
2. **Remote Occasional:** Not Applicable
3. **Office Only:** Not Applicable
4. **Office Occasional:**
   * $35.00 monthly reimbursable expense allowance for Internet (remitted quarterly through Certify)
   * One-time reimbursable expense allowance for office furniture up to $250.00 (remitted through Certify upon purchase)
5. **TECHNICAL SUPPORT**

Option A (Remote Only) employees experiencing technical difficulties should contact Cinnaire’s Technology Implementation Engineer by phone for support.

1. **SECURITY AND CONFIDENTIALITY**

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

1. **COMPENSATION**

No changes will be made to an employee’s base compensation if they are on Option A (Remote Only) status, regardless of their location. Option A (Remote Only) 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 adjustment of work location status or termination.
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. A 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.

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| **VERSION** | **DATE** | **UPDATES/COMMENTS** | **UPDATED BY/APPROVED BY** |
| 1.0 | 2021\_06-02 | Reviewed and approved | Kevin Crawley |
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