# Remote Work Policy – Nov 2020

V2Soft provides high-performance technology solutions to clients worldwide.

# Overview

❖ With the current COVID situation in Michigan, V2Soft has taken all the precautionary measures to helps our Employees feel safe and to stop the spread of the virus in our office building.

❖ However, V2Soft has also implemented a **Remote Work Policy** with an overview of some of the guidelines and expectations

❖ Employees have an option to work remote if their **work activities can feasibly be completed remotely**.

Employee can bring any questions regarding this policy to HR.

# Rules of Engagement

- ❖ Remote policy is a temporary arrangement in place for the COVID situation. This policy will be amended anytime in future and will be published to Employees.

- ❖ If an Employee has chosen to work remote and if the Employee can not feasibly complete all tasks remote, he/she need to come to work physically on those days (all day) to complete the tasks. In such situation, Employees must work with their Supervisor(S) to discuss and define the work schedule in advance and get approval.

- ❖ **These rules are non-negotiable.** Any exception to this policy will be made only by our CEO.

# Timings, Breaks and Meetings

Remote Employees  are required to follow the guidelines below:

❖ Need to be available during business hours and possibly extended business hours as productivity will be lost due to communication challenges and lack of collaboration. Our customers do work extended hours and hence, Employees are required to be available from 8:30 AM to 6:30 PM EST.

❖ If Employee step out of the house during business hours, Employee must notify admin@v2soft.com copying Employee's reporting manager(s). Otherwise, Employee has to  keep Employee's reporting manager updated of Employee's whereabouts during working hours.

❖ Employee must attend all scheduled meetings for the day

❖ If Employee steps out of work desk, Employee has to talk to Employee's reporting manager as to when Employee will be offline and online.  Employee must inform Supervisor if Employee is away from desk.

❖ Any time off from work must be approved by Reporting manager via LMS.

❖ Any time more than 4 hours away from desk must be also entered in LMS

# Performance Management

Employees performance will be closely measured and monitored by Employee's Reporting Manager

❖ Targets and deliverables must be met every week. It is critical for the success of V2Soft and for Employee's success, these numbers must be taken very seriously.

❖ V2Soft will implement performance measuring software on all V2Soft laptops to help monitor work performance

❖ Use of all software tools that are given to manage Employee's work is mandatory such as SalesForce or Jira or Teams or JobDiva or others

❖ Employment is full time and not an 8-hour clock in and out work. Employees are hired for a job description and Employee is expected to complete all deliverables even if it requires for Employees to add additional hours beyond business hours.

❖ No excuses on work not completed on time and in responding to emails on time will be accepted

# Work Expectations

❖ Employee must schedule proper meetings ahead of time with Supervisor or Other stake holders involved to get their job done.

❖ Employees can not assume tasks are done by a ping message/voice message.  You must followup with Stakeholders or Supervisor to get your tasks complete.

❖ Employees to update the calendar up to date so Supervisors can know the Employee schedule and meetings.

❖ Employees must plan their work ahead of time, and spend time before starting workweek or workday to be prepared for work or for meetings.

❖ Employees need to plan the task in an organized way and give enough time to other stakeholders as well, to work and complete by deadline.

❖ If an Employee does not have sufficient work for the day, it is Company expectation that Employee reaches out to the Supervisor or to HR to ask for additional work, in the event the Employee's Supervisor has not gotten Employee fully engaged

❖ Sales Employees who has to interact with customers or their Employees for laptops, or softwares, or for client meetings, will have to perform their job duties without any disruption to customer.

❖ Remote Employees will come to office to perform their job functions and not assign their work to other Employees working voluntarily in office.

# Under Performance

❖ If Employee fails to adhere to the remote work policy guidelines and if the Employee's performance is not efficient or productive, Employer will review the performance with the Employee and will take necessary measures to fix the same.

❖ If Employee continues to fail, Employer may change the job responsibilities which may result in changes in compensation, including switching part time

❖ If Employee is not fully engaged, connected to V2Soft work and is deemed nonproductive, Employer may give a Performance Improvement Plan and with no improvement, disciplinary action upto termination of employment

# Resources and work environment

❖ Every Employee must have a good working environment while working remote without any distractions. This is critical and mandatory for Employee to be able to work full time or part time from home

❖ Distractions from family and friends must be avoided completely during Employee's work hours unless it is an emergency

❖ Employee's home working environment must have high speed internet.  If Employee do not have a proper internet connectivity, Employee may  not be able to work remote.

❖ **All conf calls on Teams must be a VIDEO Call**

❖ Must be available on company cell phone all the time, if Employee do not have a company cell phone, he/she must have an alternate phone number available.  Employee phone must be **charged** and be in a fully working condition with proper connection.

❖ Must be on Teams during Employee work hours and must answer in teams unless Employee is in meetings

❖ Teams must be installed on company cell phone and if Employee doesn't have company provide cell phone,  then it must be installed on Employee's personal phone

❖ Workplace remote should be safe and secured environment.

# Secondary employment and Data Protection and Privacy

➢ It is against company policy to engage in secondary employment.
➢ Employees can not work another job anytime during employment with V2Soft.
➢ While working remote and at all times, Employees must protect the company data including but not limited, emails in laptop and cell, documents, access to company links, Employee info, customer info, finance data, proprietary info from others including other family members and friends.
➢ Zero tolerance if Employees fail to adhere to this policy.
➢ Employees to have private space while talking sensitive meetings so other family members or friends do not hear the meeting update.
➢ At all times, Employees to adhere to company policies, handbook and legal regulations.

# Please do contact HR for any questions.