



Indispensable Tools for Today's ELL Professionals

Work From Home

Ellevation has Boston-based and remote employees. Remote employees are defined as those who work and travel the majority of the time from their home and live more than 50 miles outside of the Boston office. All other employees are classified as Boston-based. Below are the work from home expectations for both remote and Boston-based employees.

Work From Home Expectations

- Perform all job duties at a high performance level.
- Maintain normal interactions with your manager, co-workers, or partners.
- Schedule will not adversely affect the ability of other company employees, your team and other teams to perform their jobs.
- As business needs change and with reasonable notice, you will be expected to adjust your work schedule to meet department needs.
- Use your laptop camera to be present in all zoom meetings.
- Be active on Slack and notify your team when you need to step away for an extended period of time. You will install and use the Desktop Slack app on your laptop to regularly receive notifications.
- Working from home is not designated as a substitute for child, elder, or other dependent care, and if you have caretaking responsibilities you must make appropriate arrangements for your dependents to be supervised away from the work area during work hours.
- Establish a safe and appropriate work environment for remote work purposes, which includes implementing good information security practices at your remote work location and ensuring the protection of proprietary company and customer information accessible from your remote work location in accordance with the company's policies.
- All of your obligations and responsibilities, and terms and conditions of employment, with the company remain unchanged.
- At your own expense, maintain high speed Internet service at your remote work location.
- When working in a public area, you must take all reasonable steps to ensure that the confidentiality and security of any confidential information. You should ensure that any documents/laptop screens are, as much as possible, not visible to members of the public. You will also be required to observe the conditions set out in any other Ellevation policies regarding data security and confidential information.
- Any non-compliance with this agreement may result in modification or termination of the flexible work arrangement.

Boston-based Employees

Ellevation understands the need for some flexibility for our Boston-based employees to occasionally work from home to address personal needs and/or focus on heads-down type work without interruptions. Infrequent work from home should be coordinated directly between you and your immediate manager. Working from home is a benefit, not a job entitlement and



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requires prior managerial approval for both regular and irregular working from home, except in emergency circumstances. Anytime you work remotely you must ensure you follow all of our work from home guidance outlined below.

Additional Expectations for Boston-based teams:

- Be in the office for all meetings that require in-person participation. Speak with your manager if you are unsure of which meetings this applies to on your team.
- Request to work from home as far in advance as possible but at least the night before unless it is an absolute emergency. Generally, texting the morning of is not acceptable and impacts the rest of the team.
- Eligible to work from home one day per week with manager approval. Regularly working more than one day per week requires manager and People Operations approval. Eligibility begins after 90 days of employment and is based on individual role, job responsibilities, length of time in role and individual performance.
- Keep your calendar up to date and indicate when you are working from home so your manager and peers are aware in advance for scheduling and planning purposes. You should create an all day calendar event that is marked as “free” visibility indicating you are working from home.
- Teams need to coordinate appropriate office coverage so not all team members are out on the same day. For example, not everyone should work from home on Fridays or on the day before a holiday. Managers have the right to coordinate and adjust work from home schedules accordingly.

Additional Expectations for Remote Teams:

- Ellevation considers working remotely to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are well suited to such an arrangement. Accordingly, Ellevation provides eligible employees with the opportunity to work remotely.
- Ellevation will determine the viability of remote work arrangements on a case-by-case basis. It will consider a variety of factors, including but not limited to the employee's amount of daily personal interaction with others (employees, clients, and vendors), the employee's technical capabilities, any hardship on other team members, the employee's job performance, and the employee's ability to work independently.
- Employees living more than 50 miles outside the Boston office currently work from their home offices are considered remote based. Moving to a location that is more than 50 miles outside the Boston office does not automatically allow you to be 100% remote based. All employees must have approval from the manager and People Operations to move to a full time remote role.
- These employees who are granted the opportunity to work remotely are required to sign and submit to People Operations a Remote Worker Agreement outlining the



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agreed-upon schedule and responsibilities of the employee. These employees must follow the work from home guidelines outlined above.

Equipment

When an employee is granted the opportunity to work remotely, the employee and the employee's manager shall determine the minimum equipment and software necessary for the employee to complete assignments from the remote location in a timely, efficient and professional manner. In determining which equipment (if any) shall be provided by Ellevation, the manager may consult other departments within Ellevation as to appropriateness and availability.

Employees who work remotely are responsible for paying ongoing operating costs associated with their remote work locations, costs associated with non-company issued phone services, high-speed Internet fees, utility costs and homeowner's or renter's insurance. Ellevation will provide a monthly mobility allowance of \$75 per month for full-time remote workers and \$125 per month for full-time remote workers who travel regularly more than one time per month. Ellevation will provide a monthly mobility allowance of \$50 per month for full-time Boston-based workers who travel regularly more than one time per month.

You should never purchase or rent equipment on the assumption that the Ellevation will reimburse the cost. Prior manager approval must be obtained for any equipment to be eligible for reimbursement.