

## **Where We Work**

Ellevation headquarters is located in Boston, MA in the heart of Downtown Crossing (address: 50 Milk Street, 20th Floor, Boston, MA). All visitors and guests must check in at the security desk on the first floor and show a government-issued ID to gain access to the Ellevation office. Employees who are in possession of a key fob can bypass the security desk and access the elevator to get to the Ellevation office. Guests, visitors, and employees of Ellevation only have access to the 20th floor. All visitors are to be escorted by a member of the Ellevation team. Please do not allow visitors to roam the premises unattended.

Majority of our team now works remotely in other states. We work hard to ensure our remote team is engaged and connected to others by using communication and engagement tools like Zoom, Slack, Google Workplace and Small Improvements for engagement surveys.

## **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 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 has one physical office location in Boston and the space is available for employees to use on weekdays. This space is designed to be used as a collaboration space, for meetings and it is also equipped with individual workstations that require advanced desk booking. Boston-based employees have flexibility to determine hybrid or fully remote work schedules, and must respect any requests from the People Leader for any in person meeting or work. There are certain roles that require in-person work and should that apply to your role, you will be communicated that expectation from your People Leader. 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.
- Keep your calendar up to date and indicate when you are working from home or office so your manager and peers are aware in advance for scheduling and planning purposes. You may use the Google calendar feature to designate your location.
- When you plan to work from the office, you must use the Robin desk booking tool to reserve a workstation and follow appropriate COVID protocols.
- Managers have the right to coordinate and adjust work from home or work from office 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 working 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.

### **Equipment**

Ellevation will provide you with a laptop computer and charger. When an employee is granted the opportunity to work remotely, the employee and the employee's manager shall determine if

any other equipment and software is 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.

You must return the equipment described above to Ellevation upon request, upon termination of the remote-work arrangement, or upon termination of your employment with Ellevation. The equipment described above is for your exclusive use. You may not allow family members or friends to use such equipment. You are also responsible for providing any other equipment you need to work remotely.

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 reimburse full-time remote workers up to \$200 annually for any home office expenses.

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.