



Indispensable Tools for Today's ELL Professionals

Work From Home

Ellevation understands the need for some flexibility 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 supervisor. Working from home is a privilege, not a job entitlement and 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.

Work From Home Guidelines

- You will perform all job duties at least at a high performance level.
- You will maintain normal interactions with your manager, co-workers, or partners.
- Your 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.
- You will use your laptop camera to be present in all zoom meetings.
- You will 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.
- You will 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. Please reference the Information Security guide to "Securing Your Home Office" for details.
- All of your obligations and responsibilities, and terms and conditions of employment, with the company remain unchanged.
- You will, 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.



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- Any non-compliance with this agreement may result in modification or termination of the flexible work arrangement.

Additional Guidelines for Boston-based teams:

- You are expected to be in the office on any day that there is a companywide meeting.
- You must 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.
- You are expected to keep your calendar up to date and indicate when you are working from home.

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. Employees living outside the Boston area currently work from their home offices in several different states. 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 agreed-upon schedule and responsibilities of the employee. These employees must follow the work from home guidelines outlined above.

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.

When an employee is granted the opportunity to work remotely, the employee and 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



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full-time remote workers and \$125 per month for full-time remote 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.