



Working from Home (WFH) Policy

Version	Date	By	Notes
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Notice

The content of a handbook does not constitute, nor should it be construed as a promise of employment or as a contract between Casco Systems, LLC and any of its employees.

Casco Systems at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.



WORKING FROM HOME POLICY

INTRODUCTION

All staff who elect to work from home must review and practice the policies outlined in this policy. This policy is organized and abbreviated for ease of use into sections:

- ✓ **Working from Home Agreement**
- ✓ **Working from Home Tips**
- ✓ **Workspace Ergonomics**
- ✓ **Working from Home Policy Acknowledgement**

SECTION I: WORKING FROM HOME AGREEMENT

All employees who work from home must review and sign the following Working for Home Policy. The employee and supervisor will discuss the job responsibilities and determine if Working from Home is appropriate. Any equipment needs will be determined on a case-by-case basis.

The employee will establish an appropriate work environment within their home for work purposes. Casco Systems will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

The employee agrees to the following conditions:

- Employee's duties and responsibilities are the same as when working at a regular Company worksite unless otherwise indicated by their supervisor.
- Employee will remain accessible and productive during scheduled work hours.
- Employee will provide working status update to their supervisor regularly or as directed.
- Employee will comply with all Casco Systems rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- Employee will comply with Casco Systems policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.
- Employee will maintain a work environment that is ergonomically sound, clean, safe, and free of obstructions & hazardous situations.
- Employee will report **any** work-related injuries to their supervisor as soon as practicable.
- Employee agrees to protect company tools, equipment, information and other resources from theft or damage and to report theft or damage to their manager immediately.
- Employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.



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SECTION II: WORKING FROM HOME TIPS

Working from home may mean the easiest commute of your life and a home-cooked lunch every day, but that doesn't mean it's without challenges. The following are some tips on how to work from home effectively.

Your Workday

It's important to set parameters of what your workday will look like from your workspace to your work hours.

Set up a physical workspace, not a couch, bed or beach chair! If other people will be at home, get a headset for your laptop and/or for your phone. The more professional and defined your workspace feels, the easier it will be to transition to working from home.

Set yourself a daily calendar on what you will be working on for the day. Keep a similar structure and hours to how you would at a company office.

Pretend you're going to the office. Prepare for the day as if you were going into the office by maintaining your morning routine and dressing appropriately. This mental association will make you more productive.

Email and other forms of communication are even more important now that you are working from home. Check for message more often and sort what's important and what can wait.

Communications and Meetings

Maintain clear communication by reaching out regularly to your teammates and leaders so that they know what you are working on.

Utilize the many different modes of communication available to you: Email; Text; Microsoft Teams Chat and Video Conferencing, etc. The use of Microsoft Teams is Casco's media of choice to stay connected to your coworkers. The use of video conferencing, chat and audio will help maintain team cohesiveness and inclusion. Just seeing familiar faces can help you feel connected to work and the outside world. Make sure everyone attending a meeting has access to shared documents and a way to contribute to the group. Be conscious to make sure every team member feels included.

Working Techniques

Working from home can be isolating and stationary. The following are some tips to help minimize feeling isolated and stay healthy:

- Take a brief 1 to 2-minute break from keying or using the mouse every 30-45 minutes.
- Take stretch breaks intermittently throughout the day.
- Go outside for a walk.
- Avoid cradling the telephone between your head and shoulder when talking or listening to others. Use headphone or hands-free speaker.
- Maintain ergonomically sound positions.
- Check in with your co-workers – share a funny video or meme. This can help lift the mood and remind you that we're all in this together.
- Don't wait for a meeting to reach out. Use the phone and check in frequently.
- Do not get distracted by social media or the cell phone. Too much news can heighten your anxiety and distract you from your actual work.
- Know when it's time to leave the "office". Set a time to log off and really do it!

SECTION III: WORKSPACE ERGONOMICS

Ergonomics

When you set up your workspace, give some thought to the ergonomics of the space to ensure it is a healthy, productive and safe environment. Some key items to be mindful of are:

- **Are your feet supported?** Is the chair too high or the seat pan too deep?
- **Are your arms in an ergonomic position?** If your arms are not at your side, the desk may be too high or the chair too low, or the keyboard may be too far away.
- **Are you sitting properly?** Make sure the chair isn't too big or small and the lumbar support is in the right place.
- **Are your wrists and hands in the right position?** Are the arms on the chair in your way? Remove or adjust them.
- **Are your eyes at the proper elevation relative to the screen?** Raise or lower your screen to a comfortable height so that your eyes are level with the top 1/3 of the screen.
- **Are your elbows bent slightly more than 90 degrees?** When using a mouse, make sure your hand is relaxed and free of tension. Switch hands if necessary.
- **Are you following the guidelines shown in figure 1?** If not make adjustments!



Figure 1: Ergonomic Computer Working Position



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Workspace Criteria

This workspace checklist will help you to identify important risk factors that can contribute to work-related discomfort or injury. All employees working from home must ensure that their workspace meets the criteria below for a properly ergonomic computer workspace.

POSTURE

- Is your head in an upright position when you view documents or your computer screen?
- Are your shoulders in a relaxed position when you place your hands on the keyboard?
- Are your arms close by your side in a relaxed and comfortable position when you use the keyboard or mouse?
- Are your elbows bent at a 100 to 110-degree angle when you use the keyboard or mouse?

KEYBOARD AND MOUSE

- Are the home row keys on your keyboard positioned directly in center front of your trunk?
- Are the keyboard height and slope at the proper posture level?
- Is your mouse within close reach and at the same level as your keyboard?
- Are the keyboard and mouse within close reach?

CHAIR

- Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest?
- Are your hips as far back in the chair as possible so that your back is touching the chair back?
- Does the back of your chair support your lower back?
- Is the chair backrest height adjusted to provide maximum support for your back?
- Is the size of your seat long and wide enough to support your hips and thighs?
- If you have armrests, do they allow you to rest your arms comfortably?

COMPUTER SCREEN

- Is your computer screen at a comfortable height so that your eyes are level with the top 1/3 of the screen?
- Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering your chin?
- Are you sitting directly in front of your computer screen?
- Is the computer screen at approximately arm's length reach away from you (18-30 inches)?

LIGHTING

- Is there enough light for you to complete reading tasks without straining eyes?
- Is there enough lighting without glare on the screen from windows, lights, and surfaces?



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SECTION IV: WORKING FROM HOME POLICY- ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and agree to comply with the foregoing policies, rules, and conditions to Work from Home.

I am aware that if, at any time, I have questions regarding Casco Systems company policies I should direct them to my supervisor or to Human Resources.

I know that Casco Systems company policies and other related documents do not form a contract of employment and are not a guarantee by the Company of the conditions and benefits that are described within them. Nevertheless, the provisions of such company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Casco Systems, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee Name: _____

Work Location Address: _____

Employee signature: _____ Date: _____

Instructions:

- 1. Please enter information above including your signature. Save document with your first initial, last name and date appended to the end of the file name. For example rename file to CS-HR100A-WORKING FROM HOME POLICY DIVERS 2020-04-25.pdf**
- 2. Return completed form to hr@casco-systems.com as acknowledgment that you have read and accept this policy.**