

## WORK FROM HOME POLICY

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### 1.1. PURPOSE

TPL designed the Work from Home Policy to make sure that working from home is beneficial to the employees and the company. This policy applies to all the employees who require to work from home due to any reason duly approved under this policy.

1.1.1. **Are employees allowed to work from home?** Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers/other stakeholders are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

1.1.2. **Policy elements.** Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- Full-time
- On certain days
- Every day, dividing their schedule between being present at the office and working from a remote location.
- Work from home arrangements can be occasional, temporary or permanent.

Reasons that could demand telecommuting include but are not limited to:

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|---------------|-------------------|
| ▪ Parenting   | ▪ Emergencies     |
| ▪ Bad weather | ▪ Medical reasons |

Other reasons for working from home depend on employees and line managers' judgement and will need approval from the Human Resource department.

Any request for Work From Home submitted by an employee will be subject to approval by the Line Manager and the Human Resource Department. After evaluating the period requested to work from home the Line Manager along with Human Resource department will determine if there will be a revision in the employee contract and the compensation & Benefits of the employee.

1.1.3. **How to determine whether an employee can work from home?** We advise both employees and line managers to consider these elements before requesting/approving work from home:

- Is the employee eligible by nature of their job?
- Are there any cybersecurity and data privacy concerns?
- Will coordinating with the employee's team become difficult?
- Do employees have the necessary equipment or software installed at home?
- What are the conditions of employees' home or alternative place of work (noise, internet connection etc.?)



1.1.4. **Requesting Work from Home Procedure.** When employees plan to work from home, this procedure must be followed:

- Employees file a request through email at least three (3) days in advance.
- Their managers must approve their request considering all elements we mentioned above and forward the same to Human Resource department for formal approval.
- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.
- Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficult commute) should file their request as soon as possible, so managers can consider and approve it.
- No work from home request will be approved if requested within 24 hours.

1.1.5. **Compensation and benefits.** Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then Human Resource department is responsible to create a new contract.

1.1.6. **Designated Workspace:** It is the responsibility of the employee to designate a remote workspace, which is typically a space in the employee's home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely, the employee must notify his or her manager immediately. Interruptions to work caused by internet outages may require the employee to work from their regular office space for the remainder of the day, or until the outage is fixed.

Employees working from a designated workspace may, from time to time, be required to come to their usual work site as required by the needs of the business.

1.1.7 **Remote Meetings:** Employees working from a designated workspace will be expected to attend all essential meetings via video conference or by phone.

1.1.8 **Rules and Policies:** All of TPL's rules and policies, including those set forth in TPL's Human Resource Manual, apply while working from a designated workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality of data, and policies prohibiting harassment. Employees are reminded that this Work From Home Policy is not to be used in place of sick leave, casual leave, etc. TPL is not responsible for any expenses related to remote work during this period.

Employees working from a designated workspace understand that their computers and the internet may be monitored by TPL periodically during their work time.

1.1.9 **Designated Work Time:** Employees must follow their regular assigned work schedule, unless otherwise discussed with and approved by the employee's manager. All arrangements for childcare, elder care, etc. must be arranged so as not to interfere with the employee's regular work schedule.

1.1.10 **Time Keeping:** Employees will be required to accurately record all hours worked and submit accurate time records to their managers. Failure to comply with these requirements may result in the immediate termination of the remote working arrangement.



- 1.1.11 **Confidentiality and Security:** Employees working remotely are reminded that even if they are working from a designated workspace, they are bound by any confidentiality and/or security agreements they signed in connection with their employment with TPL, and any confidentiality and/or security policies contained in TPL's HR Manual. Thus, consistent with TPL's expectations of information security for employees working in the office, remote employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include regular password maintenance, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment of the designated workspace. Any questions regarding this Work From Home Policy may be directed to your manager or the Human Resources Department.

**Management Rights:**

The Management of the company has the right to revert, change, amend, nullify or cancel all or any parts of this policy without prior notice.

  

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Approved by  
Head of Human Resources & Administration