



## SmartWork Program

### Objective

Our culture is founded on relationships and those relationships are, in general, best cultivated in person. Our culture and our relationships are a common bond that connect us and keep us together. We remain committed to strengthening and building a strong culture at christopher consultants. In our line of work, teamwork and communication are critical to our success.

christopher values its employees and acknowledges there are times during an employee's career where a need for a flexible work arrangement exists. christopher's answer to these needs is the SmartWork Program.

SmartWork allows employees to work at home or in a satellite location during their workweek. christopher considers SmartWork to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. SmartWork may be appropriate for some employees and positions but not for others. SmartWork is not an entitlement, it is not a companywide given benefit, and it in no way changes the terms and conditions of employment with christopher.

SmartWork is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Employees interested in SmartWork are encouraged to discuss expectations of the SmartWork Program with family members prior to entering a trial period.

Any SmartWork arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the employee or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a SmartWork arrangement. There may be instances, however, when no notice is possible.

### Eligibility

Before entering in to any SmartWork agreement, the employee and supervisor, with the assistance of their VP and the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability - The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful SmartWork program participants.
- Job responsibilities - The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a SmartWork arrangement.

- Tenure -
  - Entry level new hires with the firm for 6 months or more are eligible for SmartWork Program.
- Performance -
  - Employees must be consistently meeting or exceeding expectations in their current role and exhibit no drop off in performance after SmartWork starts.
- Equipment needs, workspace design considerations, and scheduling issues -
  - The employee and supervisor will review the physical workspace needs, the appropriate location for SmartWork and any scheduling conflicts.

If the employee, supervisor, VP and HR agree, a SmartWork agreement will be prepared and signed by all parties.

Evaluation of employee performance during the first 30 days of SmartWork will include regular interaction by phone or in person, Teams meetings, e-mail between the employee and the supervisor, and regular meetings to discuss work progress and problems. At the end of this period, the employee and supervisor will meet to decide to continue the existing agreement or make modifications. Evaluation of employee performance beyond this point will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion.

## **Equipment and technology**

On a case-by-case basis, christopher will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each SmartWork arrangement. The IT consultant will serve as a resource in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. For employees with a hybrid SmartWork work week, christopher will supply enough equipment for one workstation.

christopher accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used for business purposes only. The employee must agree to take appropriate action to protect the items from damage or theft. If employment is terminated, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment, with reliable Internet, in their home for work purposes that would mimic their office set up. christopher 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. Specific differences of any remote work equipment versus in office work equipment must be discussed prior to SmartWork approval.

## **Security**

Consistent with the organization's expectations of information security for employees working at the office, SmartWork employees will be expected to ensure the protection of proprietary company and customer information accessible from any remote work location. Steps could include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

## **Safety**

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. The employee is liable for any injuries sustained by visitors to his or her remote worksite.

## **Schedule**

Because every agreement will be different, schedules will vary. The agreed upon schedule will be written out in the formal SmartWork agreement. The needs of the overall team and firm for office coverage will dictate a final balanced schedule for employees in the SmartWork Program.

## **Time Worked**

All employees are required to record their time using christopher's timekeeping system. Failure to comply with this requirement may result in the immediate termination of the SmartWork agreement.

## **Ad Hoc Arrangements**

Temporary ad hoc arrangements may be approved for circumstances such as inclement weather, special projects, or family or medical leave. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All ad hoc arrangements are made on a case-by-case basis, focusing first on the business needs of the organization and will not be considered a formal SmartWork agreement.

## **Employee Relocation**

100% remote work may be approved on a case by case (individual) basis by the company President in consultation with the employee's VP and HR, and only if deemed beneficial to the firm. In addition, cost of living adjustment may be appropriate based on the cost of living of the region to which the employee is relocating to adjust the employee's salary accordingly. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

## SmartWork Policy Agreement

This SmartWork agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

### Employee SmartWork Information

Employee Name:	
Job Title:	
Division:	
Supervisor:	
SmartWork effective date:	

Day of Week	Work Hours	Work Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

### SmartWork Review

Specify days/times to meet and discuss the effectiveness of the SmartWork arrangement, or enter N/A.

SmartWork plan review days/times:	
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### Equipment and technology access

The employee and employer agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. Specify any equipment or technology access the employee will need to SmartWork and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

Equipment	Provided by	Responsible for loss or damage

**Additional details**

**Supervisor / Employee Best Practice Reminders**

1. Ongoing communication is the most important part of effective remote teamwork.
2. Maintain team meetings and one-to-one check-ins.
3. Ensure employee has access to a laptop and/or VPN and knows how to access work remotely. Ensure employee understands how to set up call forwarding and access voicemail remotely.
4. Identify and confirm the employee understands which platform(s) you will use to communicate as a team, clarify expectations for online availability.

**The employee agrees to the following conditions:**

1. The employee will remain accessible and productive during scheduled work hours.
2. Employees will record all hours worked in accordance with regular timekeeping practices.
3. The employee is expected to meet established performance standards.
4. The employee understands that all equipment, records, and materials provided by the company shall remain the property of the company.
5. The employee agrees to take all necessary precautions to secure all company equipment, data, files, and other material to prevent unauthorized access, destruction, or tampering.
6. Equipment provided by the company will be serviced and maintained by the company except for service or damage arising out of carelessness, gross negligence, or intentional destruction. Equipment provided by the employee will be at no cost to the company and will be maintained by the employee.
7. The employee will always maintain a safe and secure work environment.
8. The employee agrees to implement any modifications the company deems necessary for safety and/or security purposes.
9. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity, in compliance with company policies, as well as OSHA and Worker’s Compensation regulations.
10. The employee understands that they are responsible for any individual tax implications of this arrangement.
11. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
12. The company guidebook, including but not limited to attendance, holidays, time away from work and overtime continue to apply, unless specific exceptions to that policy are arranged within this agreement.

Employee Signature & Date: \_\_\_\_\_

Supervisor Signature & Date: \_\_\_\_\_

HR Signature & Date: \_\_\_\_\_