

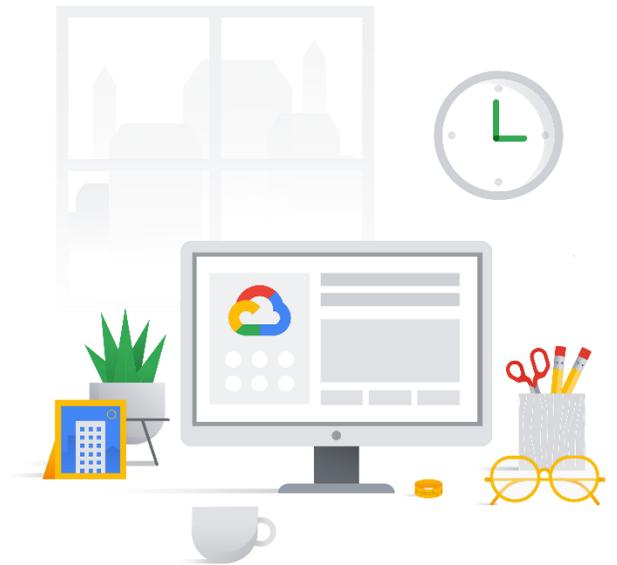
Telecommuting Guidance

Suitable Work Environment

The telecommuting employee is responsible for providing a suitable remote workspace (e.g. taking into account considerations of safety, ergonomics, privacy and confidentiality). Typically, this will be within their residence (where they are the owner/occupant). The employee must provide an address and other information as may be reasonably requested by their manager to ensure the workspace is suitable.

The offsite workspace should be regarded as the telecommuters' private workspace during their designated hours of work and respect it accordingly. The arrangement is designed for the employee, who will work independently away from the office. The off-site workspace is not for receiving visitors, holding meetings, receiving supplies or otherwise conducting duties with others.

The Company will not be held liable for any accidents or losses to third party residences or visitors to the Home office.



Workstation Design and Ergonomics



- Your desk, chair and other accessories are of a comparable quality to that of the office. The desk should be appropriate height and sturdy enough to handle the weight of any peripheral equipment you need to place on it (computer, printer, scanner, etc.)
 - Lighting is properly arranged: there should not be reflections or glare from the computer monitor.
 - Cords and wires are properly secured and do not pose a trip hazard
 - An appropriate work space at home may include:
 - ✓ A space or room where it is easy to concentrate – preferably separate from other living areas and away from the television
 - ✓ Level of security as required by the workplace
 - Necessary phone lines (separate from the family line, if required) and answering machine or voicemail.
 - Control over temperature, light and sound.

Work Scheduling

Duties, expectations and deadlines should be clearly outlined and agreed upon by both the supervisor and the teleworker.



- Be careful not to “over work”.
- Maintain a routine.
- Take conscious and active breaks. Taking the time to stretch and move around.

There are natural breaks in an office environment that may not occur at home. Discussions with co-workers, or a quick walk to the printer offer opportunities to change body position that may be missing in a home office.

Extended hours in the same body position or repeated motions can lead to various musculoskeletal injuries.

Working Alone

- A home office should offer the same level of safety and security as the employee would receive at the regular office.
- While working alone can present a unique situation should something unexpected happen; it is important to keep a contact schedule between the supervisor and the telecommuter, even if there are no work details to discuss.



Workers Compensation and Occupational Health and Safety Laws

The employee will be advised if required to report to their manager and maintain contact with co-workers in a different way or with a different level of frequency while telecommuting.

The employee is responsible for notifying their supervisor as soon as possible any health and safety concerns or issues as soon as reasonably possible, but no later than 24 hours after such incident.