Remote Work Policy Training

Telecommuting allows employees the opportunity to work away from the Central Office at an approved location. Remote locations must still meet the standards of the Central Office.

Two distinct remote employee types:

1. *Decentralized*

   Decentralized Employees are not assigned to the Central Office. They work at a shared workspace location that is provided by the company. Consultants and Vice Presidents mainly fall in this category.

2. *Short Stint*

   Short Stint Remote Employees are assigned to the Central Office, however, for a designated period of time are eligible to work remotely from an approved location. Circumstances such as critical illness, inclement weather, special projects, or business travel are valid reasons for a Short Stint Remote request.

Remote Work is **NOT**...

1 Working from home while taking care of personal business.

2 Working while on vacation.

3 Working while attending family events.

4 A reason to be off instead of taking PTO or CTO.

Eligibility & Standards

WHO IS ELIGIBLE?

At this time Consultants, Vice President's and C-Suite positions are eligible to work remotely.

There are some exceptions to the rule that the COO will review on an as needed basis.

Requirements

➔ Submit the Remote Work request form for approval.

➔ Meet and maintain all location & technology standards.

➔ Sign the Remote Employee Agreement.

WHAT IS AN APPROVED LOCATION?

Working from places like a coffee house or kitchen table is **only** acceptable when working while traveling. It is not acceptable as the permanent remote work office.

Location Standards

1	Acceptable backdrop for virtual calls.	**3**
Quiet and private place to work.	**2**	High Speed WIFI

4

Printing capabilities.

6

Ability to receive mail and packages.

5

Conference Room space.

REQUIRED TECHNOLOGY

Standardization of technology is key to the success of Remote Working.

Employees are no longer able to utilize the software of their choice.

Mandatory | Approved Softwares

➔ Zoom Video & Voice Conferencing

➔ Zoom Chrome Extension

➔ Hubspot Meeting (Not applicable for RT.)

➔ Google Calendar (Scheduling internal meetings.)

➔ Google Drive File Stream, G Suite, and Google Chrome

➔ Dashlane

Availability & Calendar Management

CALENDARS

ALL employees are required to maintain their Google Calendars with up to date and accurate information pertaining to their daily work schedule.

Availability & Visibility

Working Hours
➔ 6:00 am - 9:00 pm CST
➔ Availability must be accurate between the working hours.
➔ When working weekends (8 hours each day) or after 7:00 pm during the week, employees are eligible to take Comp Time (CTO) within a 10 day window.

Calendar Sharing
➔ All employees must share their calendar with the entire Vanderbloemen Team.
➔ This will assist with setting meetings internally and managing work productivity.

Calendar Items
➔ Information that goes on your calendar are commitments you have with others and with yourself.
➔ Examples: Meetings, Search Activities, Sourcing Activities, Lunch, etc.

Responsiveness Expectations

Responsiveness

During working hours we strive to have rapid response, not only with our clients and candidates, but also with our fellow colleagues.

Standard Response Times

1

Phone/Video Calls: immediate, asap

Slack: time sensitive, within 2 hours (but not urgent)

2

3

Email & SF Chatter: 24 hours/1 business day

Communication

Before & After Working Hours

Before 6:00 am and after 9:00 pm CST, communication response is not expected, however, when an employee is able to respond it is greatly appreciated.

Time Off & Off Work

When an employee is on PTO, CTO or Off Work please do not slack, text or call. Email is the preferred mode of communication. It is always nice to put in the email subject line, READ WHEN YOU RETURN TO WORK.

Conclusion

Remote work is about flexibility and trust for both the company and the employee. It's a great option that gives a more balanced outcome for our Stewardship of Life value, specifically for our frequent travelers.

The culture of the firm and value placed on collaborate work will not go away, however it will be enhanced as Vanderbloemen leverages technology to better serve The Church.
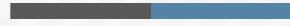
QA Session and Technology Set Up

Mandatory | Approved Softwares

➜   Zoom Video & Voice Conferencing

➜   Zoom Chrome Extension

➜   Hubspot Meeting (Not applicable for RT.)

➜   Google Calendar (Scheduling internal meetings.)

➜   Google Drive File Stream, G Suite, and Google Chrome

➜   Dashlane

Thank You