

AGC Biologics Guidelines for Working Remotely

For Employees

The following document provides guidelines and expectations for employees working remotely.

EXPECTATIONS AND PERFORMANCE STANDARDS

- Your manager will clearly define what work you're responsible for and what performance expectations are required. The deliverables should be results-oriented and measurable.
- You should plan to attend meetings virtually using the Skype, Zoom or other virtual meeting link provided in the meeting invite.
- You and your manager should agree to a cadence of check-ins to discuss deliverables, timelines and performance.
- You are expected to provide your manager with a phone number where you may be reached and where voicemails may be left while working remotely.

STANDARD WORK HOURS

Employee obligations of standard work hours apply even when working from home.

Salaried employees:

- You and your manager should agree on what your standard work hours will be while working remotely.

Hourly employees:

- Your manager will provide expectations about standard work hours while working remotely.
- You should not work overtime without prior approval from your manager.
- Meal and break times still apply while working remotely.

TRACKING TIME

You should record and report your time using the standard process based on your location. If you have questions about this, please contact your HRBP.

REQUESTING TIME OFF

To request time off, please speak with your manager and follow the standard process based on your location.

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PRIVACY AND CONFIDENTIALITY

Employee obligations to protect confidentiality of company information apply even when working remotely.

REMOTE ACCESS

Equipment:

- Before taking equipment to a remote work location, please work with your manager to confirm which equipment is essential for you to complete your job duties. When removing AGC Biologics equipment (eg: monitors, keyboard, docking station, etc.), please fill out the [equipment check-out form](#) and email it to computersupport@cmcbio.com and your manager.
- Any unreturned or damaged equipment will be the employee's responsibility.
- If you're unable to take a computer to a remote work location, you can still access your work email and files on OneDrive (but not network drives) by going to www.office.com and logging in with your AGC Biologics email address (example: xxxxx@agcbio.com) and network password.

IT Help Desk:

You may contact IT in one of 3 ways:

1. Create a ticket through SharePoint by clicking on the [IT Computer Support Request](#) link listed on the left side of the home page.
2. Email Computersupport@cmcbio.com
3. Call the following phone numbers: **SEA** 1.425.485.1900 ext. 4000; **CPH** +45 2760 2170.

VPN Access:

VPN Access is required to access files on the shared drives such as the W: or U: drives as well as to SharePoint sites. If you require VPN access and do not currently have it, please request approval from your manager. In order to maximize VPN bandwidth, we request you **only use VPN when necessary and disconnect when not accessing critical files or folders.**

Desk Phones:

For Seattle employees, to forward your company desk phone to your cell phone or another landline, please follow these instructions:

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1. Press the “Mode” button and select “Custom”.
2. Press the “Option” button and
3. Enter your voice message password followed by the # sign or press the “OK” button
4. Ensure the “Call Handling” option should be highlighted, press the “Edit” button.
5. It is going to take you back to the “Call Handling” mode options, “Custom” should be highlighted.
6. Press the “Edit” button once more.
7. Scroll to “Always Destination”, there should be a four digit number in that field, press the “Backspace” button to clear it
8. Enter 1 with the area code and phone number of the phone you wish to receive calls.
9. Make a test call to your company phone to ensure call forwarding is properly set up.

WORK SPACE

- Have a clearly defined (and private, if possible) workspace that is kept clean and orderly.
- Do your best to ensure that your workspace is set up with ergonomics in mind. Please refer to the [Ergonomic Workstation Education Handout](#) for more information.

WORKPLACE INJURY

- If you incur a workplace injury while working remotely, you are required to report it immediately to your manager and your local EHS manager, regardless of if you feel it's necessary or not.
- For serious illnesses and injuries, please call 911 immediately. Then, when you are able, please contact your manager and your local EHS manager.