

# AGC Biologics Guidelines for Working Remotely For Managers

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

## **Expectations and Performance Standards**

- You are responsible for determining and communicating the results, deliverables and deadlines to employees during their remote work. Deliverables should be results-oriented and measurable.
- Employees should plan to attend all scheduled meetings as normal. Ensure that there is Skype, Zoom or other virtual meeting information included in meeting invites so that remote employees can attend and participate.
- You should continue to hold ongoing team meetings, 1:1s and other meetings as appropriate to discuss deliverables, timelines and performance.
- Managers are encouraged to hold daily huddles or team check-in meetings to keep employees engaged and informed.
- The same performance expectations that apply to employees while on site also apply while working from home.

## **Standard Work Hours**

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

### ***Salaried employees:***

- Work with salaried employees to agree on standard work hours while working remotely.
- Employees should communicate any extenuating circumstances which may impact their ability to complete work during agreed standard work hours.

### ***Hourly employees:***

- Provide hourly employees with expected hours of work. Employees must receive approval from you in advance for any variations from the agreed upon schedule.
- Employees must receive pre-approval from you for any overtime.
- Remind employees about mandatory rest and lunch breaks based on local policy and guidelines.

## **Tracking Time**

- Employees should track time using the standard tool and process based on location. Employees should contact you or their HRBP if they have questions.

## **Requesting Time Off**

- Employees should follow the standard process for requesting time off at their location. Managers will approve time off using the standard tool and process.

# AGC Biologics Guidelines for Working Remotely For Managers

## Privacy and Confidentiality

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

## Incidental Expenses Reimbursement

Incidental expenses incurred due to remote work may be reimbursable to employees. Employees should contact their manager for approval before incurring any incremental remote work expenses. If approved, expenses should be submitted using Acubiz with submission of receipts.

## Remote Access

### ***Equipment:***

- Managers should provide guidance to employees on which equipment is essential to their job function and should be used during remote work. Essential equipment may be defined as: computers, monitors, keyboard, mouse and docking station. If additional equipment is needed, employees should contact you, and you should coordinate with IT to procure the necessary equipment. Contact [computersupport@agcbio.com](mailto:computersupport@agcbio.com).

## Work Space

- Encourage your employees to do their best to ensure that their workspace is set up with ergonomics in mind. Please refer employees to the [Ergonomic Workstation Education Handout](#) for more information.

## Workplace Injury

- If an employee incurs a workplace injury while working remotely, they are required to report it to you and local EHS immediately, regardless of if they feel it's necessary or not. If your employee contacts you with an injury but neglects to include EHS, please ensure that you pass along that information to your local EHS manager.
- For serious illnesses and injuries, employees should call 911 and then, when they are able, contact you and local EHS to report the injury or illness.