GISCI
REMOTE WORK POLICY

Background

GISCI is 100% remote and recognizes that working remotely will assist staff in balancing their family and other responsibilities with their work commitments.

The main objectives of introducing working remotely are:
1) To strive toward making employees' working lives less stressful.
2) To benefit the environment by reducing the use of resources.
3) To increase employee morale and to have a more satisfied workforce.

Work Area Requirements and Guidelines
1) Employees must have a suitable space for office equipment.
2) Employees must have suitable arrangements for security/confidentiality.
3) The working area must be free from distractions.
4) Employees shall maintain the work area free of safety hazards and other dangers, and shall use and maintain GISCI property, including files and access resources, in a safe, ergonomic, and appropriate manner.
5) Employees must take appropriate action to protect company-provided equipment from loss, damage, or theft.
6) Temporary or occasional-use locations outside the designated work area or designated facility are permitted, e.g., coffee shops or other commercial establishments offering network access and/or workspace to patrons.

Conditions and Responsibilities
1) The employee must have access to appropriate technology and equipment.
2) Employees will manage equipment provided by the employer with care and returned to GISCI upon request.
3) GISCI will provide the software and access instructions necessary for staff utilization of office phone communications and required company software.
4) The employee will be responsible for the safe-keeping of all GISCI documents, media, equipment and other property owned by or provided by GISCI.
5) The employee must immediately inform his/her supervisor or designer of any problem or malfunction with GISCI property or any employee-owned or managed property or service preventing employee from performing his or her assigned duties.
6) The employee will report key issues/exceptional events that may arise immediately.

Work Hours
1) A full-time employee may work a flexible work schedule but is expected to work within normal office hours (8:00 a.m. to 5 p.m.) within the time zone of the person doing the work, and must be accessible to their supervisor, co-workers and members via telephone, email, instant messaging and/or other methods of communication as specified. Part-time employees may work a flexible schedule. An employee's work schedule must be approved by their supervisor.

2) Any period exceeding 60 minutes when an employee is not available during the scheduled work time should be communicated in advance with the employee's supervisor, either by text message, email, or phone call, as the contact procedure may be established with the supervisor. If an interruption occurs to conductivity, a supervisor should be notified immediately.

Security of Data
1) Employees must ensure that all information stored and accessed is backed up, secure and cannot be accessed by other parties.
2) The employee is required to ensure the integrity and confidentiality of proprietary information. Steps to ensure the protection of proprietary information include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, firewalls, encryption, and any other reasonable steps appropriate for the job and the environment.
3) Email and attachments must remain in the native email program specified by GISCI for use by the employee. When an employee uses their own computer, all GISCI work email and documentation, including that originating from or transmitted to staff or a customer, will be stored on and must remain on GISCI servers and assets. Under no circumstances will an employee store, whether temporarily or permanently, GISCI emails or documents, proprietary or confidential material, including all emails and attachments, on their own computer or any personal media such as USB drives or other storage mechanism.
4) All hardware and software used must adhere to industry accepted and company-defined security standards. To ensure hardware and software security, employee-owned computers must be kept up to date per the operating system and browser software developer. Further, all software must be virus-inspected, and each PC must have virus protection software procured and installed by the employee, including updates as available from the software provider.

Office Supplies
1) The employee should minimize as much as possible the printing of paper-based forms and documents, and therefore employees are encouraged to utilize and optimize on-screen and online documentation management and storage methods, e.g., use of GISCI Google Drive folders.
2) Employees are provided with office supplies by request, e.g., printers, paper, pens and pencils, etc.
3) Supplies may be purchased by employees and reimbursed by GISCI.

Employee Liability
1) The employee is responsible for immediately notifying their supervisor of any injuries sustained by the employee in conjunction with their regular work duties.
2) The employee is liable for any injuries sustained in the remote environment, including those made by family members and visitors.
3) The employee will not host in-person GISCI business activities in their home. This restriction is intended to protect the employee and limit liability exposure for the employee and GISCI.

Income Tax & Insurance
1) It will be the employee's responsibility to determine any income tax or insurance implications of maintaining a remote office.

2) GISCI will not provide tax guidance nor assume any additional tax liabilities. Employees are encouraged to consult with qualified tax professionals to discuss income tax implications of home office arrangements.
3) Any changes in an employee's expenses such as home insurance rates or coverage, utility or phone cost, and internet service are the responsibility of the employee.
4) Responsibility for fulfilling all obligations regarding tax and other legal implications for the business use of the employee's home, based on IRS, state and local government restrictions in this area rests solely with the employee.
5) Employees must provide all current addresses for remote work to GISCI, and update GISCI regarding any change to the remote work address.

Return of Company Property
1) If the employee voluntarily resigns or is terminated, all GISCI material or electronic property assigned to, or in the possession of, must be returned within 5 days to GISCI.
2) GISCI property may include, but is not limited to, credit cards, documents, computers, telephones, promotional items, email, documents, and any other GISCI-owned property.

ACKNOWLEDGEMENT FOR RECEIPT FOR REMOTE WORK POLICY

(Copy to Be Retained by Employee)

I acknowledge that I have received a copy of the GISCI Remote Work Policy. I promise to read the Policy. I understand that I should consult with my supervisor at GISCI regarding any questions not answered in the Policy or if I am unsure of the proper course of action in a given situation.

Employee Signature:

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Name:

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Date:

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