

REMOTE WORKING POLICY

PURPOSE

At Ryan Wilks, we recognise the importance of flexibility and work-life balance for our employees. This Remote Work Policy outlines the guidelines and procedures for employees who work remotely from locations away from our offices and regular work sites.

ELIGIBILITY

Office based staff employees, who have been employed for a period of 12 months or more, may be eligible to work remotely subject to approval from their manager. Employees who have immediate remote working eligibility in their current employment contracts are deemed as eligible.

ARRANGEMENTS

Remote working arrangements should be mutually agreed upon by employees and managers. Remote working options can only be one of the following unless a combination has been approved:

- a. **Regular Remote Work:** Employees may request to work remotely on a fixed or regular basis, such as a certain day or days per week, subject to approval. The employee must notify their manager at least 20 working days in advance prior to pending approval.
- b. **Project-based:** An arrangement whereby the employee is working remotely for a duration to complete a project or series of tasks. The employee must notify their manager at least 48 hours in advance prior to pending approval or at senior management discretion.
- c. **Ad Hoc Remote Work:** Employees may request to work remotely on an ad hoc basis for specific reasons, such as illness, personal appointments, or family obligations. The employee must notify their manager at least 48 hours in advance prior to pending approval or at senior management discretion.

APPROVAL PROCESS

Employees wanting to work remotely must submit in writing a request to their manager for approval. The request should include the following information:

- a. Dates and duration of the remote work period.
- b. Reason for the remote work request.
- c. Location of the remoting working site.
- d. Plan for maintaining productivity and communication while working remotely.

Managers will review the request and may approve or deny it based on business needs and operational requirements.

EXPECTATIONS FOR REMOTE WORK

- a. **Availability:** Employees are expected to be available during their regular working hours and accessible via phone, email, or other communication channels as required. Sign in and out on Skytrust shall be completed to show employee availability, in the event that a Skytrust sign in/out is not available, Microsoft "Teams" availability will be utilised.
- b. **Productivity:** Remote work should not hinder productivity. Employees are expected to meet their performance goals and deadlines while working remotely.

- c. **Communication:** Regular communication with team members, managers, supervisors, and clients is essential. Employees should use technology tools such as email, instant messaging, and video conferencing to stay connected.
- d. **Presentation:** Where employees are conducting or participating in online meetings while working remotely, they are expected to present themselves professionally in suitable attire and demeanour.
- e. **Emergencies:** If emergencies arise while working remotely which prohibits employees from continuing work, they are to contact their managers immediately.

WORK ENVIRONMENT

Employees are responsible for creating a suitable work environment at their remote location, including:

- a. A quiet and distraction-free workspace.
- b. Reliable internet connection and necessary equipment.
- c. Adherence to work health and safety guidelines.

Employee's must conduct and sign off on a "Remote Working Checklist", to confirm that their workplace aligns with the necessary requirements. This checklist can be located on Skytrust under inspections templates.

ACCESS ARRANGEMENTS

From time to time, the Company or one of its representatives may require access to an employee's remote working location. The Company will seek the consent of the employee prior to accessing the location and such consent must not be unreasonably withheld. All remote working agreements must provide for reasonable access for the purposes of:

- a. Assessing and monitoring security arrangements of equipment and documents.
- b. WHS inspections and risk assessments.
- c. Incident investigation.
- d. Supervision.

INSURANCE ARRANGEMENTS

Employees are solely responsible for checking whether remote work location has any impact on any existing insurance arrangements that maybe in place at the location, including public liability or equipment covered by their own "home "contents insurance and any obligations they may have to notify their insurer that their " home " is to be used for work purposes.

GUIDELINES

Employees who are permitted to work remotely must follow all applicable company policies and procedures as far as possible and practical. If an employee becomes aware of a policy or procedure that cannot be followed, they must notify their manager immediately.

EXPENSES

Employees will be responsible for any expenses associated with remote work, such as internet service, utility bills or equipment. If the employee has been issued a laptop computer for use in their current work place the use and transportation of this equipment within the remote location is permissible.

TERMINATION OF REMOTE WORK ARRANGEMENT

The Company reserves the right to terminate or modify a remote work arrangement at any time based on business needs or performance issues.

This policy will be formally reviewed again May 2025



Ron Ryan

General Manager

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