



Remote Work Policy

Purpose

As Nexcess continues to support flexible work arrangements, this policy establishes clear expectations for employees who perform their work remotely, whether on a permanent or temporary basis, to promote productivity, professionalism, and operational continuity.

Scope

This policy applies to all employees whose primary work location is not at a Nexcess or an affiliated office and who engage in remote work, either temporarily or permanently. Remote work refers to a mutually agreed arrangement between the employee and manager to perform job duties from a non-office location for more than three consecutive workdays.

Location Approval

As a condition of remote work eligibility:

- Employees who work remotely on a permanent basis must provide their primary remote work address and enter into a formal Remote Work Agreement outlining their responsibilities and compliance requirements.
- Any geographic location from which an employee intends to perform their duties, whether temporarily or permanently, must receive prior written approval from both the employee's direct supervisor and the People Experience department.
- This approval requirement applies to any proposed change in work location, including travel, relocation, or extended stays outside the employee's approved remote work location, regardless of duration or purpose.
- Failure to obtain such approvals may result in disciplinary action, up to and including revocation of remote work privileges or termination of employment.

General Expectations

Remote employees are expected to maintain professional standards consistent with Nexcess's policies and culture, including but not limited to:

- Being available and communicative during scheduled work hours.
- Adhering to all company policies, including but not limited to workplace conduct, confidentiality, and data security.
- Maintaining a safe, quiet, and distraction free work environment to the extent reasonably possible.
- Keeping their workspace free from safety hazards.
- Abstaining from alcohol consumption during work hours.

To ensure effective performance, remote employees are encouraged to:

- Maintain a reliable internet connection suitable for their job responsibilities.
- Dedicate full attention to work duties during scheduled hours.
- Adhere to agreed upon break and attendance schedules.
- Coordinate with their team to ensure sufficient schedule overlap for collaboration.



- Engage regularly with managers and team members to set goals, review progress, and communicate effectively.

Virtual Meeting Guidelines

To promote effective virtual collaboration, all employees are expected to follow these guidelines during remote meetings:

- Minimize background distractions. Ensure your environment is free of disruptive noise, including music and television.
- Keep your microphone muted unless speaking. This minimizes background noise and supports meeting flow.
- Keep your camera on and ensure your physical or virtual background is professional. We ask that participants keep their cameras on during meetings to support collaboration, clear communication, and a stronger sense of team connection. While occasional exceptions for personal or technical reasons are understandable, having cameras on by default fosters a more engaged, inclusive, and productive virtual environment.
- Remain attentive. Avoid multitasking and dedicate your full attention to the meeting.
- Dress appropriately. Casual attire is acceptable; however, avoid wearing pajamas, sleeveless tops, or other attire deemed unprofessional.
- Avoid eating during meetings. Unless explicitly invited by the host, refrain from eating on camera.
- No smoking or vaping. Smoking or vaping during meetings is not permitted.

Equipment and Security

Nexcess will provide necessary equipment for remote work, including laptops, where applicable. Company required software and VPN access will be installed upon issuance. The company does not provide secondary equipment such as printers or additional monitors.

Employees must:

- Maintain equipment in good condition and secure it appropriately.
- Protect devices with strong passwords and adhere to company security protocols.
- Store equipment safely when not in use.
- Avoid downloading unauthorized, suspicious, or illegal software.
- Follow all data encryption and protection standards.

Compliance and Disciplinary Actions

Nexcess expects full compliance with this policy and all related standards. While occasional reminders may suffice for minor infractions, repeated or serious violations may result in disciplinary measures, including revocation of remote work privileges or termination of employment.

Acknowledgment

By engaging in remote work, employees acknowledge that they have read, understood, and agreed to abide by the terms outlined in this Remote Work Policy.