

Anchorage Board of REALTORS®

Employee Policy on Remote Working

This policy outlines Anchorage Board of REALTORS® (ABR) guidelines for employees working remotely, also called telecommuting, telecommute, working from home, remote working, remote work, telework, teleworking and flexible work schedule. This policy is for employees who work from a location other than the main office.

ABR wants to ensure that both the employee and ABR will benefit from remote working.

Remote working is a permanent or temporary agreement between an employee and their supervisor to work from a non-office location on a recurring basis.

Remote working agreement. Employees may work remotely on a permanent or temporary basis upon approval of their supervisor.

To ensure employee performance will not suffer in remote work arrangements, employees must:

- Choose a quiet and distraction free work space.
- Have an internet connection that is adequate for the job.
- Dedicate their full attention to their job during working hours.
- Phone will be answered five days per week, eight hours per day
- Adhere to break and attendance schedule agreed upon with their supervisor.

Employees working remotely must follow all other office policy like their office-based employees to include attendance, confidentiality, data protection, code of conduct, and dress code when meeting with customers or members.

Technology allowance. An employee who works remotely will be compensated a technology allowance in the amount of \$100 per month. This technology allowance will be paid at the beginning of each month and will cover office-related costs (e.g. electricity, data, etc.).

Equipment. ABR will provide an employee working remotely with equipment that is essential to their job duties to include high-speed internet, a laptop computer, iPhone, headset, etc. VPN and company-required software will be installed on equipment prior to being issued to an employee. Upon employee termination, all equipment issued to the employee will be returned.

Equipment provided by ABR is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.
- Not use their equipment for personal use.