

# Teleworking and Telecommuting Policy

## Introduction

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Interr considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Interr.

## Related policies

This policy should be read and followed in conjunction with the Hybrid Working Policy and all Information Security policies, including but not limited to Data Protection Policy, Computer & Electronics Policy, Clear Desk and Screen Policy, Mobile Phone, Information Handling, and Information Security Incident Reporting Policy.

Telecommuting employees must comply with all Interr's rules, policies, practices, and instructions. Any breach will be investigated and may result in a disciplinary action taken.

## Requirements

A telecommuting employee must perform work during scheduled telecommuting hours. Employees may not engage in activities while telecommuting that would not be permitted at the regular worksite, such as child, elder, or other dependent care. Telecommuting and teleworking employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite.

Employees are expected to maintain a presence with their department/division while working remote. Presence may be maintained by using appropriate technology including but not limited to a computer, email, messaging application, video conferencing, instant messaging, Google sheets, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular Head Office location and will make themselves available to attend scheduled work meetings as required and/or requested.

## Safety

Employees are expected to telecommute in a safe way, conducting regular dynamic risk assessments and aware of their surroundings. As you may be working on your own whilst telecommuting or teleworking, you may be considered to be a 'lone worker', which means, you are expected to maintain a presence with your department/ colleagues to ensure your wellbeing. If, at any point you do not feel or you have any health and safety or a wellbeing related problem, contact your line manager immediately.

## Security

Consistent with the Company's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential information accessible from misuse whilst telecommuting.

Any media, documents or systems containing sensitive information shall be protected against unauthorized access, misuse or corruption during transportation. Steps include protecting your work equipment, not leaving it unattended, regular password maintenance, or transported in a way that mitigates the risk of theft or loss and stored in a separate folder away from other valuables, including portable equipment and other electronic devices and any other measures appropriate for the job and the environment.

Telecommuters must ensure that official records and information are secure and not maintained in a way that would make them available to any other individuals except as appropriate, consistent with Interr's work obligation.

All files, records, papers, or other materials accessed while telecommuting or teleworking are Interr's property. Telecommuting employees and their supervisors shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them.

Employees should not work in any exposed or unsecured areas when handling confidential or sensitive material. Departments may prohibit employees from printing confidential information in telecommuting locations to avoid breaches of confidentiality. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to Interr's networks or databases to anyone who is not authorized to have access.

Any suspected data breach containing sensitive data or an unauthorized access to or disclosure of official information or systems, or a loss of any company equipment must immediately be reported to the telecommuter's supervisor and the and the Chief Information Security Officer. Such unauthorized access or disclosure, including the release of confidential information or the personally identifiable information of Interr or Interr's staff or customers, which happened due to the telecommuter's neglect, will be addressed through disciplinary actions.

Telecommuters must protect and safeguard files, documents, equipment, and other materials transported back and forth between the official work site and the alternate work site.

Telecommuters and teleworkers shall protect official records and documents from unauthorized disclosure or damage and shall comply with all established policies and procedures regarding such matters.

Telecommuters must also take the following specific precautions:

- Only take confidential information offsite when authorized in advance by their immediate supervisor/manager.
- Never transmit confidential information from work e-mail to any personal e-mail addresses or text messaging services (e.g., icloud.com, aol.com, yahoo.com or g-mail.com).
- Securely store all hard copy documents or office media so that others cannot access it.
- Do not communicate confidential information where others can listen.
- Telecommuter must not throw away Company's sensitive information in hotel wastebaskets or other publicly-accessible trash containers. They must be uploaded to Interr's secure systems first and shredded in the designated shredding bins at the official work site.

Under no circumstance may the telecommuter use their personal devices for work related use. Only approved and company given property should be used for such purpose. Telecommuters should switch off and secure any computer being utilized to conduct official business when not in use, consistent with the company policies and procedures.

## **Policy Review and Assessment**

This policy may be amended by Interr at any time in order to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
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