



Title: **Remote Work** Policy No.: **HR- 4-25**  
Department: Human Resources Supersedes: Any Previous Policy or Agreement  
Date: July 1, 2020  
Authorization: Chief Administrative Officer

**Purpose:**

This Remote Work Policy outlines the Company's expectations for employees working remotely.

**Applicability:**

This policy applies to all domestic RRD locations, departments, divisions and wholly owned, majority owned, or controlled subsidiaries and to all employees approved to work remotely.

**Policy:**

Employees in good standing may be permitted or asked to work remotely. The Company considers remote work to be a viable, flexible work option when both the employee and job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others; remote work is not an entitlement; it is not a companywide benefit; and it in no way changes the terms and conditions of employment with RRD.

**Procedures:**

**A. Eligibility**

1. RRD, in its sole discretion, may determine that some positions are not eligible for remote work based on the job responsibilities.
2. Generally, current employees are eligible to request remote work after 6 months of continuous employment as long as the employee has not received Positive Counseling in the preceding 6 months and as long as the employee has a satisfactory performance record. For certain positions and in certain instances, the Company may in its sole discretion shorten or eliminate the length of service requirement for a remote work arrangement. The remote work arrangement must be approved by the Business Leader (Vice President or above) and HR.
3. New hires are eligible for remote work if all job duties can be performed remotely, a remote work arrangement was discussed during the hiring process, and the remote work arrangement is approved by the Business Leader (Vice President or above) and HR.



## B. Terms

1. Employees approved to work remotely will establish an appropriate work environment that is safe and free from hazards or obstructions within the employee's home for work purposes. The Company will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Additionally, except as required by applicable law, the Company is not responsible for wireless access or internet costs or other remote location office expenses. Necessary office supplies such as pens and paper for remote work location may be acquired through relevant department or office managers.
2. **Equipment.** The Company will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone, and other office equipment) for each remote work arrangement. In general, RRD will provide appropriate computing equipment with Company-required software installed and, where appropriate, VPN. Equipment supplied by RRD will be maintained by the Company. Equipment supplied by the Company is to be used for business purposes only. Equipment supplied by the employee, if deemed appropriate by the Company, will be maintained by the employee. RRD accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to what appropriate equipment will be supplied, subject to change at any time. The remote worker must sign an inventory of all RRD property received and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all RRD property will be returned to the Company, unless other arrangements have been made.
3. **Security.** Consistent with RRD's expectations of information security for employees working at an RRD facility, remote workers are expected to ensure the protection of proprietary Company and customer information accessible from their home office. Steps include any measures appropriate for the job and the environment.
4. The employee and manager will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or e-mail during the agreed upon work schedule.
5. The employee must be as productive in a remote work location as he/she would have been had the employee been working at an RRD facility. Remote work does not lessen or affect employee's level of responsibility or workload, and no other employee should be impacted by the remote employee's work arrangement.
6. Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked in a manner designated by the Company. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote employee's supervisor.



Failure to comply with this requirement may result in Positive Counseling and/or the immediate termination of the remote work arrangement.

7. Remote work arrangements are not designed to be a replacement for appropriate child, elder, or other dependent care -- the focus of the remote work arrangement must remain on job performance and meeting business demands, not on addressing issues that would otherwise be handled by someone else.
8. Employees with an approved remote work arrangement do not have a designated office space in an RRD facility.
9. Employees must be available to work in the office at an RRD facility as needed, including on a regularly scheduled basis, for meetings, vacation coverage, etc. on scheduled remote work days. These days will not be owed back to the employee for remote work purposes.
10. Unforeseen, recurring problems related to technical IT issues that limit an employee's ability to perform to expectations, changes in employee productivity or responsiveness, and/or changing business needs may result in the termination of a remote work arrangement.
11. The employee agrees to abide by all of the Company's rules and policies, including HR policies, IT policies, and intellectual property rights of the Company.
12. Remote employees may be required to participate in meetings at or near an RRD facility as necessary. Travel within the same metropolitan area is not compensable and is not reimbursable unless otherwise required by applicable law. Additional company-sponsored travel is subject to business needs and must be approved by a Business Leader and follow applicable travel policies.

**Note:**

Informal or short-term remote work arrangements are made on a case-by-case basis in accordance with the needs of the business and applicable law and are not the focus of this policy.

**References:**

1. HR Policy 4-14: Positive Counseling
2. Corporate IT: Information Security Policy Manual