



COVID-19 Telework Program Policy

As you know, many Creative Circle, LLC (“Company”) clients (“Clients”) have relocated the work assignment away from the Client location, and instituted a temporary work-from-home program (“Telework”) in response to the spread of COVID-19 in the United States and Canada. The Company sincerely appreciates everyone’s cooperation and flexibility as we all adapt to these unprecedented times. This Telework Program Policy, along with any guidelines from the applicable Client, are part of that process and help implement a large-scale Telework system in an orderly fashion. The Company’s rules and expectations for any Telework employee participant (“Teleworker”) include the following:

Eligibility

With Client manager approval, the Telework program is available to employees and jobs suited to such arrangement. However, Telework is not appropriate for every employee or every job, and Telework is not an entitlement. Employee eligibility for Telework is at the Client’s sole discretion, and any Telework arrangement is on a trial basis that may be terminated at any time in the sole discretion of Company or Client.

Making Telework Work

Teleworkers should develop effective communications strategies, including timely response to Clients, teammates, and other employees. Professionalism, productivity, and client service must continue to meet the Company’s high standards. Teleworkers are expected to use their reasonable best efforts to limit distractions in their personal work environment and maintain focus on business demands. Also, Teleworkers need to be accessible by phone or email within a reasonable time throughout the agreed work schedule, to be available for meetings and responsive to Client demands and, if permitted by governmental authority, may be required to come to the Company or Client offices.

Compensation, Work Hours and Time Worked

Teleworkers’ compensation, benefits, work status and work responsibilities will not change due to participation in the Telework program. Work hours are not expected to change while participating in the Telework program. In the event that a Teleworker anticipates the need to work overtime, it must be discussed and approved in advance with the Teleworker’s Client manager, just as any overtime scheduling must normally be approved. Teleworkers must also take all required breaks and meal periods during the workday. All time off (including leaves of absence) must be approved in accordance with any policies of the Company or Client regarding time off.

Teleworkers must continue to record their daily hours accurately and completely. Although time worked in excess of those hours scheduled per day and per workweek require the advance approval of the Teleworker’s Client manager, in all cases Teleworkers must report all time worked, even if unauthorized. Failure to comply with these requirements may result in the immediate termination of the Telework arrangement and possible other discipline.

Equipment, Tools, and Supplies

The Company and Client will determine the appropriate equipment, tool, and supply needs for each Telework arrangement. Teleworkers must check with their Company Recruiter about reimbursement for personal expenses (which will be reimbursed in accordance with applicable law). Before purchasing any supplies, tools, or equipment personally, Teleworkers should confer with their Company Recruiter and get approval; the Company or Client may have an alternative solution.

Any Company-provided or Client-provided equipment, software, data supplies, furniture, or other property at the Telework location should be used only by Teleworker and only for Company or Client business. All of these items

remain the respective property of Company or Client and must be returned to the Company or Client at the termination of the Telework arrangement, or sooner upon request.

If any Company or Client equipment is lost or stolen, Teleworker must notify his/her supervisor when the item is discovered missing. Similarly, Teleworkers must immediately report to their Company Recruiter any incident or suspected incidents of unauthorized access and/or disclosure of Company or Client resources, databases, or other information.

Workspace Safety

Teleworkers need to identify an appropriate workspace within the remote work location for placement and installation of equipment, supplies, and tools to be used for Telework. The workspace needs to be kept in a safe condition, free from hazards and other dangers to the Teleworker and these items. Neither the Company nor the Client is liable for loss, destruction, or injury that may occur in or to the Teleworker's home. This includes family members, visitors, or others who may be injured within or around the Teleworker's home.

Security and Confidentiality

Consistent with the Company's or Client's expectations of information security for employees working on assignment at the client location, Teleworkers must ensure the protection of confidential or proprietary Company and Client information accessible from their remote workplace. Example steps include securing materials in safes, locked file cabinets, desks, or similar secure locations, regular password maintenance, and any other measures appropriate for Teleworker's job and work environment. Teleworkers remain obligated to comply with all Company and Client rules, practices, and instructions.

By working hard and working together, we will ease the path through these challenging and unique times. Each Teleworker agrees to read and comply with this Policy as it may be revised from time to time. Violating these guidelines may subject the Teleworker to disciplinary action, the extent of which will depend on the nature of the violation. Telework in no way changes the terms and conditions of employment between a Teleworker and the Company, including the at-will nature of employment.