

Telecommuting/ Remote Work Policy

WayMaker Immigration Services Inc.

This policy sets out the principles and processes by which employees of WayMaker Immigration Services may safely and effectively perform the duties of their position from a remote work location. This policy will outline performance expectations, accountability, compensation, security information, and communication agreements.

Policy Statement:

Here at WayMaker Immigration Services we are committed to connecting professionals from around the world. We strive to provide you a flexible working arrangement without compromising productivity, personal growth, and company culture.

Scope:

This policy applies to all telecommuting employees of WayMaker Immigration Services who have a written employment contact. This policy does not cover sub-contractors or freelance workers who are hired on a project basis.

Procedures:

This policy applies to all telecommuting employees of WayMaker Immigration Services who have a written employment contact. This policy does not cover sub-contractors or freelance workers who are hired on a project basis.

Upon signing this agreement, employees must comply with all provisions and procedures included in this policy. In the event you witness a policy violation, or a policy violation is reported to you, you must contact the manager immediately and complete a violation report.

Any non-compliance of this policy may result in modification or termination of your employment contract and additional legal action may be pursued.

Performance Expectation:

Employees should communicate with their leader about patterns of work and will be responsible for keeping their leader informed about the status of their work. Team members must accurately submit a bi-weekly employment report using our online back-office system on our website. The link to the back-office submission has been sent to you using the email address provided on file.

Communication Agreement: Employees must be available to receive phone calls and respond to email between the hours of 11 am-4pm Monday to Friday. (MT, for employees working in Canada), (GMT+1, for employee working in Nigeria). Effective communication is an important part of our company culture. Employees must attend all scheduled zoom meetings unless prior dismissal is received by management. Regular staff meetings enable effective collaboration and gives everyone the opportunity to feel connected.

Compensation:

Compensation agreements are listed in the original employment contract. The employee's compensation, benefits and work responsibilities will not change due to participation in the remote working program.

Data Security:

Here at WayMaker Immigration Services we value data security and the confidentiality of our client's personal information. Anti-Virus software, encryption software and other types of software must be installed on your device prior to employment. All necessary software may be reimbursed by WayMaker Immigration Services upon approval.

No third parties present in your home office should be permitted to access your computer or any other office equipment. Use a lockable desk drawer, or lockable filing cabinet for storing papers.

Workspace:

It is the employee's responsibility to ensure they have a safe and suitable environment to complete their work. Temporary secondary remote working locations may be granted on management approval. The employee shall maintain the office free from hazards and other dangers to the employee and equipment. For your own protection, employees must immediately inform the manager of any work-related incident that occurs in your workspace during working hours.

Training:

Remote Worker training must be completed by both the manager and the employee. Here at WayMaker, we care about your personal growth and achievements. Additional professional development training may be requested.

Supplies and Equipment:

Office supplies and equipment are the responsibility of the employee. Loaner computers and other electronic devices may be provided, based upon availability. Out-of-pocket expenses for other supplies will not be reimbursed without prior approval of the company manager.

Training program in progress:

To be completed February 2023, prior to implementation of this contract.

Roles/Responsibilities:

Employees:

All employees are responsible for understanding and adhering to this policy.

Management:

- Identify positions suitable for remote work in which employees are eligible for a remote working arrangement.
- Discuss and document remote work positions with employees.
- Managers are responsible for enforcing this policy within their groups.

Administration:

- Coordinate and schedule online remote work training sessions and professional development training for employees on an individual basis.
- Revise and update the remote work policy monthly or as required.
- Responsible for providing interpretations if clarification is required or when there is a dispute.

CEO, WayMaker Immigration Services / RCIC Victor Wokekoro:

- It is CEO's responsibility to overlook and enforce all existing policies and procedures.
- Align the allowances stipulated in this program to the policy and to ensure funding is controlled within respective business budgets.
- The CEO is responsible for enforcement of disciplinary and/or legal action that may arise.

Enforcement:

Upon signing this agreement, employees must comply with all provisions and procedures included in this policy. In the event you witness a policy violation, or a policy violation is reported to you, you must contact the manager immediately and complete a violation report.

Any non-compliance of this policy may result in modification or termination of your employment contract and additional legal action may be pursued.

Definitions:

Telecommuting:

Telecommuting is also known as remote work and work from home positions within an organization.

Eligible Employee:

An employee performing work in a position that has been identified and approved by their manager as being suitable for remote work.

Remote Work Location:

A location that is non office work location that allows the employee to perform their work safely, maintains organization security, and has a strong network connectivity. Employees may have an optional secondary remote work location upon management approval.

Related Documents:

Canadian Centre for Occupational Health and Safety, Government of Canada, Telework, 2022 - <https://www.ccohs.ca/oshanswers/hsprograms/telework.html?=-undefined&wbdisable=true>

Employment and Social Development, Government of Canada, Flexible Work Arrangements-

<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/labour-standards/reports/what-we-heard-flexible-work-arrangements.html>

CLIENT NAME HERE

Client Signature

Victor Dike Wokekoro

RCIC (R532255)