

## Temporary Work from Home Guideline

OCNI is continuing to closely monitor and adapt to the COVID-19 situation. This Temporary Work from Home Guideline has been designed to assist employees in assessing the suitability and expectations of a temporary work from home arrangement where the government has a mandated stay at home order. These guidelines do not impact pre-existing telecommuting/work from home arrangements.

### Working from Home

Working from home is defined as performing work from a remote, non-OCNI location (i.e. a home office) for one or more days per week, for a fixed period of time. Work from home arrangements in normal circumstances may be established at the request of the employee, in collaboration with their manager, where such an arrangement is appropriate (see telecommuting policy and procedure).

Under the current work from home government mandate - working from home is a right/entitlement. Note, a work from home arrangement is not meant to be a substitute for an accommodation for those employees who may require an accommodation in the workplace, nor are they meant to be a substitute for child or eldercare arrangements.

Employees who are sick with COVID-19 should follow government guidelines regarding COVID-19 as outlined here: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents.html>

### General Parameters

- The work from home arrangement must be reasonable and include a rationale linked to COVID19.
- The type of work performed by the employee must be conducive to a work from home arrangement.
- The work from home arrangement should maintain the regular weekly scheduled hours the employee normally works, recognizing that those hours may not always coincide with the normal operating hours of ONCI due to family or other obligations. These details are to be discussed and agreed to between the employee and OCNI. Both supervisors and employees are encouraged to be flexible in this regard.
- Work from home arrangements do not alter the employee's basic terms and conditions of employment with ONCI. Applicable employment agreement, laws, and OCNI policies and procedures will continue to apply.
- While the work from home arrangement may be for a specific length of time, this does not represent a guarantee of employment during that time. OCNI retains all contractual rights to assign work, organize and reorganize the workforce, and/or terminate employment pursuant to the applicable employment agreement, contract and laws. OCNI is actively working to maintain employment of all employees.
- Employees will be expected to maintain contact and communicate regularly with management and the team, keeping them up to date on the work being performed remotely. This includes participating in regular scheduled meetings, conference calls, team meetings, etc.
- Employees will typically be responsible for the cost of their remote workspace and necessary equipment and supplies. Employee requests related to supplies and equipment they require must be directed to their direct supervisor, who will consider requests for reasonable reimbursement costs, on a case-by-case basis and consistent with OCNI policies and procedures.
- Due to these extraordinary circumstances, the work from home arrangement under this Temporary Guideline related to COVID-19 is not a guarantee that such an arrangement will continue or be approved again in the future once the COVID-19 situation is resolved.

- Work from home arrangements established under this Temporary Guideline are expected to remain in place until the current COVID-19 issue has been resolved, however may be also be terminated earlier should operational needs change or as COVID-19 evolves. Notice of the end of the work from home arrangement will be provided to employees as soon as reasonably practicable and a recall to work policy and procedure will be provided that ensures the health and safety of all recalled employees.
- Termination of a work from home arrangement does not constitute termination of the employment relationship, constructive or otherwise.

## Duties and Obligations of Employees

In order for the work from home arrangement to maintain continuity of the business, several considerations must be taken into account. Employees approved to work under a work from home arrangement must be aware of the following:

- Employees are generally expected to perform their regular work duties or assigned project(s) and tasks. In certain circumstances employees may be assigned other duties to provide assistance or support to other employees or areas, based on business need. These arrangements will be discussed with the team.
- Employees must be available and accessible during the hours arranged with OCNI. This includes but is not limited to being available telephone, email, and text and the attendance at virtual meetings, conference calls, team meetings, etc.
- While the need for flexibility is recognized and encouraged by OCNI, it is expected that the work from home arrangement is not a substitute to provide for extended periods of childcare, eldercare, care for sick relatives or perform other personal obligations during their working hours.
- Normal HR processes will continue to apply should an employee request approval for overtime, vacation, personal days or other absences that arise during a work from home arrangement. Any questions regarding the suitability of an absence request in the context of the specific work from home arrangement can be directed to OCNI management. The work from home arrangement itself does not trigger overtime obligations. Consistent with normal process any overtime needs to first be approved in advance by OCNI.
- Employees are solely responsible for ensuring the suitability of their remote workspace, taking into considerations such as safety, ergonomics, privacy and confidentiality.
- Employees must provide OCNI with contact information where they can be reached at their remote workspace.
- It is expected that all work will be conducted remotely and virtually. Employees will not be permitted to host meetings or receive other OCNI staff, members, etc. at their remote work location, to conduct OCNI business. OCNI will not be liable for any accidents or loss to third party residents or visitors to the Employee's remote work location.
- Any OCNI-issued equipment and supplies must be used solely for the purposes of the employee's duties and remain the property of OCNI. Employees will be required to return all equipment, supplies, documents and materials at the end of the work from home arrangement, or earlier upon request.
- Normal reporting obligations will continue throughout the work from home arrangement. Employees are expected to notify their supervisor as soon as possible in the event of equipment or connectivity concerns. Employees are also expected to follow normal HR practices with respect to illness or other inability to work during their working hours (i.e. personal obligations).
- Employees must immediately report any injuries or accidents that occur in the course of their employment to OCNI as soon as possible, but no later than 24 hours after the injury/accident.
- Employees must take all reasonable steps to protect the confidentiality of all OCNI documents and information throughout the course of their work from home arrangement. Employees must immediately

report any breach of privacy or confidentiality to their supervisor. Guidelines and policies regarding acceptable use and information technology continue to apply.

- Employees must adhere to all OCNI policies and procedures, including any applicable legislation throughout the work from home arrangement.

DRAFT