



GUIDELINES for TEMPORARY WORK from HOME (TELEWORK) DURING THE COVID-19 CRISIS (April 01, 2020)	
1. Telework Location	Personal home office/designated work area
2. Schedule	Telework will be considered equivalent to work at the office in that the employee will report to work and be present at the designated home office during regular work hours, unless they have arranged an alternate schedule with their supervisor.
3. Employee Status, Benefits and Entitlements	Employee status, benefits and leave entitlement, eligibility for authorized overtime and employee wages are not altered by teleworking with current practices remaining in place.
4. Conditions of Employment, Legislation, Policy and Guidelines, Collective Agreements, etc.	<p>The provisions of all relevant Kardel Policies and Procedures and Federal and Provincial legislation, will continue to apply.</p> <p>Employees' Job Descriptions remain in place during the COVID-19 pandemic and while working from home.</p>
5. Occupational Health and Safety https://www.worksafefbc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home	<p>The Employee agrees to maintain a comfortable workspace with a table or desk and an upright chair. The Employee will follow reasonable ergonomic practices with respect to positioning .</p> <p>WSBC liability for work-related accidents will continue to apply during the telework schedule as defined in these guidelines.</p> <p>The Employer will not be responsible for any non-work-related injuries that may occur at home. Compensation will be limited to the approved telework times only and will be limited to designated telework workspace.</p> <p>The Employee agrees to follow safe work practices and to promptly report any work-related accident or injury that occurs at the telework (home) location to the Human Resources Director and complete a Kardel Incident Report Form and file an online WSBC claim (1-888-967-5377).</p> <p>Employees should have a protocol for evacuating</p>

	<p>from the temporary workplace to a safe location if needed. Emergency contact with Kardel Directors will remain the same during the COVID-19 pandemic.</p>
<p>6. Technology, Equipment, Materials and Supports</p>	<p>The Employee and Employer will agree on what equipment will be used to support the telework arrangement.</p> <p>All software used by the Employee on Employer computers must be legally acquired and licensed by the Employer and installed by appropriate personnel.</p> <p>All the equipment provided for teleworking shall remain the property of the Employer and must be returned should employment or the telework agreement terminate.</p> <p>Equipment and supplies provided by the Employer are to be used only for the purpose of carrying out the Employer’s work – Employer owned equipment shall not be utilized for personal use.</p> <p>The Employee will be responsible for all assets belonging to the Employer and will be responsible for the replacement value of those assets that cannot be accounted for.</p> <p>All applicable Kardel Policies and Procedures remain in effect.</p>
<p>7. Costs</p>	<p>The cost of any equipment and supplies provided by the Employer will be paid for and maintained by the Employer.</p> <p>Employees are expected to maintain the telework location including items such as homeowner or tenant insurance, heat and hydro.</p> <p>Employees are responsible for maintenance of their own equipment. Any problems with the Employer’s equipment should be reported to the Finance Director to determine next steps.</p>
<p>8. Confidentiality/Security Standards</p>	<p>Employees will be responsible to secure and protect the property, documents and information belonging to the Employer. The Employee has read and understands Kardel’s Policy and Procedure Manual. Employees are responsible for protecting employee, person served and Kardel data. Employees are required to continue to implement established processes for securing their workspace.</p>

	<p>Information must be managed and disposed of in accordance with Kardel Policies and Procedures.</p> <p>Employees will promptly report to a Director, any circumstances or incidents which may compromise the confidentiality of any property, documents or personal information in connection with their employment.</p> <p>Employees will continue to conduct all Kardel business and communication through previously established secure methods. Employees are prohibited from conducting any Kardel business through personal email addresses.</p> <p>Employees will continue to use only Kardel approved networks to store documents.</p> <p>Employees are reminded to conduct telephone, conference or video call in a private room in their home whenever possible. If not possible, then ensure that private information is not shared.</p>