Telecommuting Policy

Telecommuting is a work arrangement that allows an employee to perform work, and other authorized activities during any part of regular, paid hours from an approved alternate location (location other than the assigned company workstation) on an as needed circumstantial or episodic basis. Telecommuting is not a formal, universal employee benefit and is determined on a case-by-case basis. It is an alternative method of meeting the needs of the employee and allows an employee to work at home, on the road, or in a satellite location for a short, defined period of time. Telecommuting does not change the terms and conditions of employment.

While employees and supervisors have the freedom to develop arrangements tailored to customer, employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their alternate location as they do when working on Azimuth's premises or customer's premises.
- Be available during established work hours (see the Employee Classification and Working Hours and Schedule Policies for more information) by email, phone, text, and/or chat (e.g., Teams) as appropriate.
- Direct contract employees’ eligibility is determined by contractual language and the customer. The customer will supply the necessary equipment to the employee to maintain performance expectations.
- Comply with Azimuth’s Corporate Code of Conduct, Communications, Information Technology and the Internet Policy, including appropriately securing their laptop and business materials.
- Employees are responsible for establishing their own safe work environment.
- Employees must arrange for childcare during their work hours.

Regardless of the type of work arrangement, employees must record their daily time in accordance with the firm’s Time Keeping Policy.

Any Azimuth person who violates this policy will be subject to disciplinary action (up to and including termination of employment), in accordance with our Disciplinary Action Policy.

The company has the right to deny telecommuting arrangements to an employee and to terminate a telecommuting arrangement at any time.