

## **INVER DESIGNS DAC**

### **Remote Working Policy**

Our Employee remote work policy outlines our guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our company will benefit from these arrangements.

#### **Scope**

This policy applies to employees whose primary work location is not at our offices.

#### **Policy elements**

Remote working is a permanent or temporary agreement between employees and managers to work from a non-office location for more than three days.

Working from home for a maximum of two days or working from home certain days a week on a recurring basis are situations covered by our work from home policy. The Company reserves the exclusive right to alter, add to or amend this policy and reasonable notice will be given to employees of any such changes.

#### **Remote working agreement**

Employees may work remotely on a permanent or temporary basis with the agreement of the company. Permanent remote work employees should indicate their primary working address in a remote working agreement. This contract will also outline their responsibilities as remote employees. Employees who want to work remotely must submit a written request to the Company.

#### **Remote working that works**

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that is adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

### **Compliance with Policies**

Our remote employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

- Attendance.
- Social media.
- Confidentiality.
- Data protection.
- Employee Code of Conduct.
- Anti-discrimination/Equal opportunity.
- Dress code when meeting with customers or partners.

### **Compensation and benefits**

The Company does not pay a working from home allowance, nor will it compensate employees for visiting our offices.

### **Equipment**

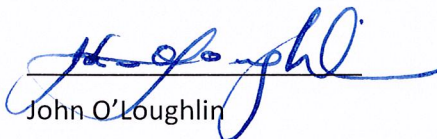
We will provide our remote employees with equipment that is essential to their job duties, like laptops, screens, printers, headsets, office chairs and cell phones (when applicable.)

Equipment that we provide is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized, or illegal software.

All policy statements will be reviewed on a regular basis to take account of changes in legislation and changes in work practices. Any such revision will be brought to the notice of all employees.

Signed,

A handwritten signature in blue ink, appearing to read 'John O'Loughlin', is written over a horizontal line.

John O'Loughlin  
Chief Executive