



Working Remote Policy

While working remotely, Reach employees and contractors will adhere to the following rules and procedures:

DAY TO DAY OPERATIONS

- Each employee will adhere to “good faith working hours” and are expected to work at least 40 hours per week, typically through a 7 to 8 hour work day, unless otherwise directed. Part time employees and contractors can work their allotted hours, or more with permission from the CEO.
- If remote in another time zone, 4 hours of your work day must coincide with our work day on Eastern Standard Time. Example: Work hours are 10am to 6pm EST. If you’re in South Korea, you would need to work at least four hours from 11pm to 2am. The other hours can be performed as needed.
- Daily communication must include a top priority task list upon check in and a follow-up email at check out detailing all completed work for the day unless otherwise instructed by the CEO.
- All time must be logged in Teamwork and submitted each week for payroll and project management purposes.
- Failure to provide all communication including daily task lists, follow-up emails and Teamwork submittals could jeopardize the remote work status.

MEETINGS

- Remote employees are still required to call or video conference into scheduled Team Meetings every Tuesday at 10am EST. Should the meeting time or location be changed, notice will be provided as soon as possible and the expectation will be that the remote employee will make every reasonable attempt to still call into the meeting. The meeting link can be found in the calendar invite sent to all employees.
- Remote employees will treat all meeting requests reasonably and will not deny requests simply because they are working remotely. Reach will provide any meeting software deemed necessary by the CEO to complete these tasks.

WORK ENVIRONMENT

- When working remote, the employee will be responsible for securing a reasonable working environment and will ensure items like WiFi, printer/scanner, etc. are in the workspace at the employee’s expense. If the employee works remotely and connects to a public WiFi, the employee is responsible for making sure it is a secured network and there is no risk of data breach to the company.

COMMUNICATIONS

- Despite hardships of working with a team that could be hours away, all remote workers are required to meet deadlines expected of them for all tasks and projects.

PROTECTIONS

- Any employee granted remote work status will be considered to be of equal standing to those employees who are working at the company site.