

# Remote Work

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**Policy Owner** Brightspeed Human Resources

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**Effective Date** June 1, 2022

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## 1 POLICY OUTLINE

This policy covers:

- Remote Working Arrangements
  - IT Systems and Technology
  - Security
- Monthly Remote Work Allowance
- One-Time Home Office Allowance
- Remote Work FAQs

## 2 SCOPE

This policy applies to all U.S. based, full-time, non-union Brightspeed employees with an approved remote or hybrid working arrangement. Employees represented by a bargaining unit should refer to their Collective Bargaining Agreement. If guidance conflicts with any applicable law, the applicable law will govern and apply.

Managers may request an exception for field employees who do not have an approved remote or hybrid working arrangement but are required to use a personal device for business. Exception requests should be submitted to [AskHR](#).

## 3 DEFINITIONS

Term	Definition
<b>Remote</b>	Employees who are assigned to work exclusively from home 5 days a week. Remote employees may work at an office location on occasion.
<b>Hybrid</b>	Employees who are assigned to work from home 1 to 4 days per week and at a Brightspeed location for the remainder of the week.
<b>Office</b>	Employees who perform their responsibilities exclusively from a Brightspeed or customer location 5 days a week. Office employees may work from home on occasion.

## **4 REMOTE WORKING ARRANGEMENTS**

Brightspeed believes people matter and is committed to recognizing the different ways employees work. With the flexibility of onsite, hybrid, or remote office arrangements, Brightspeed empowers our team to determine how and where employees work to accomplish their work responsibilities, whether in a Brightspeed office, customer location, your home, or a remote location. Wherever we work, every employee will be committed to providing the excellent service to our customers and our Brightspeed colleagues that has been, and will continue to be, a hallmark of Brightspeed.

To ensure there are opportunities for in-person collaboration, employees leveraging fully remote or hybrid working arrangements may be required to travel for meetings or company events, as business needs dictate. Due to the nature of the job responsibilities, some roles may require more frequent travel or presence onsite. Employees should discuss specific expectations for their role with their leader.

Remote and hybrid arrangements are available only to employees working in the U.S., vary by role, may change as business needs dictate, and are subject to supervisor approval. The employee's work location (i.e., home) must be in a U.S. city and state where Brightspeed is authorized to employ workers. Before moving your home location or plan to work from another U.S. state for more than four (4) weeks, you must confirm with Human Resources that Brightspeed is authorized to issue a paycheck to you at your new location. Employee can't relocate or work from an international location on a long-term or indefinite basis. If travelling outside of the United States, your ability to work may be restricted. Please refer to this [Knowledge Base Article](#).

### **A. IT SYSTEMS AND TECHNOLOGY**

Employees who work remotely or in a hybrid arrangement must ensure they have access to reliable high-speed internet and other technology to effectively perform their job duties from a remote location. Some business units may require a minimum internet speed to perform job duties. Please ask your manager if you have questions.

### **B. SECURITY**

Remote and hybrid employees may have access to confidential company, customer, and/or personal data as part of their job responsibilities. Reasonable steps must be taken to protect such data, including compliance with all Brightspeed confidentiality and information security policies.

## **5 MONTHLY REMOTE WORK ALLOWANCE**

Remote and hybrid employees will receive a \$35 monthly allowance to help offset the costs of business-related use of internet connectivity and mobile phone service, as well as costs of general office supplies and other services regularly used in an office setting.

The allowance will be paid as a stipend in the first pay period of each month and will commence as soon as administratively possible after the first date of employment or after the remote or hybrid work arrangement begins. The allowance is not intended to reimburse the full monthly costs of internet and/or mobile phone services, as we expect those services also will be used for personal use.

*Taxation:* The remote work allowance will be paid as a stipend and does not constitute an increase in base pay, but it will be itemized and separately reported on pay statements and may be subject to applicable taxes.

## **6 ONE-TIME HOME OFFICE ALLOWANCE**

To ensure a productive, safe, and comfortable home office, in addition to a company-provided laptop, Brightspeed provides hybrid and remote employees a one-time allowance of up to \$250 for the purchase of supplemental home office equipment.

This one-time allowance is applicable to Brightspeed new hires with a remote or hybrid working arrangement and is not applicable for employees conveyed in an acquisition unless there is a change in working arrangement from exclusively office to hybrid or remote.

Supplemental home office equipment may include external keyboard, mouse, free-standing monitor, monitor risers, docking stations, headset, web camera, footrest, chair, seating accessories, desk, desk accessories, office supplies, and storage.

The allowance will be paid as a stipend as soon as administratively possible after the first date of employment or after the remote or hybrid work arrangement begins, typically after the second full pay cycle. It will be itemized and reported separately on pay statements and may be subject to applicable taxes. Supplemental home office equipment purchased under this policy is considered personal property and does not need to be returned to Brightspeed at the end of employment.

## **7 NO ADDITIONAL EXPENSES**

No additional expenses are covered under the Remote Work Policy, other than the one-time and/or recurring allowances.

If an employee has a legitimate business expense not covered by the provided allowances (e.g., office supplies), they must obtain approval from their leader, and it will be subject to Brightspeed's Travel & Expense policy.

Employees cannot submit mileage and/or meal charges in connection with travel to/from home to a Brightspeed location within an employee's local area of employment. Such expenses are normal commuting expenses.

## **8 RESPONSIBILITIES**

- All employees are responsible for understanding and adhering to this policy and obtaining appropriate approvals for hybrid or remote work and for any changes to their work location.
- Leaders are responsible for enforcing this policy within their team.
- Employees are expected to maintain productivity and performance.
- Employees should discuss and agree with their leaders as to their patterns of work and days in the office with their leader and are responsible for keeping their leader and team informed of any changes.
- Employees must be available to attend on-site meetings or trainings as required by their role.
- Based on role and business unit, employees may be required to have a minimum internet speed to perform their job duties.
- Brightspeed's [Code of Conduct](#) and all other respective employment policies and practices apply to Brightspeed employees while working, regardless of work location or schedule arrangement.

## **9 POLICY REVISIONS**

Brightspeed may change, revoke, or supplement this policy at any time without notice, subject to any applicable laws and Collective Bargaining Agreements.

**Policy Owner:** Brightspeed Human Resources

**Last Update:** July 20, 2024

**REMOTE WORK FAQs****How does an employee determine if they are a remote or hybrid employee?**

Employees represented by a bargaining unit should refer to their Collective Bargaining Agreement. Brightspeed defines a remote employee as employees that exclusively work from home 5 days a week. Remote employees may work at an office location occasionally. Hybrid employees work exclusively from home 1-4 days per week and a Brightspeed location for the remainder of the week.

**What equipment does Brightspeed provide to new remote/hybrid employees?**

We provide employees with a laptop and power cord. If additional home office equipment is needed to initially set up your home office, you should use your one-time allowance to purchase.

**What expenses should the one-time allowance cover?**

Supplemental home office equipment expenses should be purchased. Examples include a monitor, monitor riser, docking station, headset, web camera, footrest, chair, seating accessories, desk, desk accessories, office supplies and storage.

**What expenses should the monthly stipend cover?**

The monthly stipend supplements future expenses such as office supplies, a new monitor, internet expenses, mobile phone expenses, etc. The stipend is not intended to cover full monthly costs of internet and/or mobile phones and tablets.

**How should a replacement of a company-issued laptop or power cord be requested?**

You should submit a [ServiceNow](#) ticket and we will ship a replacement to you. For equipment that was not provided by us, employees should use their monthly stipend to offset the cost. Purchases cannot be expensed. Please see [travel and expense policy](#).

**How is the stipend and one-time allowance coded on a pay statement?**

The monthly stipend is coded as RMR. The one-time allowance is coded RMO.

**Is the monthly stipend and one-time allowance taxed?**

The remote work allowance will be paid as a stipend and does not constitute an increase in base pay, but it will be itemized and separately reported on pay statements and will be subject to applicable taxes. The one-time allowance will be taxed at the flat supplemental rate for Federal withholding tax.

**Whom may I contact if I am not currently receiving a stipend but believe I should be?**

Please submit a ticket to [AskHR](#).

**Can an employee purchase and expense a cell phone or tablet as a remote/hybrid employee?**

Purchasing a new cell phone is not an eligible expense. See [Cell phone FAQs](#).

**Please submit a ticket to [AskHR](#) if you have any additional questions.**