



Current Virtual Work Policy – U.S. & Canada Only

Current embraces the virtual workplace concept and establishes the following policy to enable certain eligible employees to work virtually as a method of promoting productivity, as well as encouraging employee retention and recruitment.

Scope

This policy applies to salaried non-exempt, exempt, and employees not subject to a collectively bargained agreement at Current operations in the United States and Canada only.

Purpose

The purpose of this policy is to define the approved parameters for virtual work arrangements for certain eligible employees when practical to do so without negatively impacting operational needs or service to internal and external customers.

Overview

A virtual work arrangement allows an employee to work away from a Current worksite on a full-time or part-time basis, depending upon the nature of the employee's job-related responsibilities. Current considers virtual work arrangements to be a viable, creative work option when both the employee and the position are suited to such an arrangement. Virtual work arrangements may be appropriate for some employees and positions but not for others. Participation in a virtual work arrangement is not an entitlement Current reserves the right, in its sole discretion, to modify or terminate this policy with or without notice at any time.

Eligibility

Virtual work arrangements may be established at different points in an employee's career with Current, including at the point of recruitment or later at the initiation of the employee or management. The decision to approve, deny, or modify a virtual work arrangement may be based on several factors. Unless a virtual work arrangement was established at the point of hire, candidates for virtual work arrangements must:

- Have worked at Current for six months,
- Be in good performance standing; and
- Be in a position that is appropriate for a virtual work arrangement.

Employees requesting a virtual work arrangement must complete the Virtual Work Agreement and submit it to their manager. Requests for a virtual work arrangement will be considered on a case-by-case basis. It may not be possible to accommodate all requests. The manager, in coordination with Human Resources, will have discretion to approve, alter, discontinue, or deny these arrangements at any time, based on business need.

If an employee is moved to a Virtual Work Arrangement, they will be classified as a Virtual Worker and not retain space in a Current office location. For tax purposes, the employee's home address will be used.

Employee compensation and benefits, including vacation, sick leave, other forms of benefits shall not be affected by the virtual work arrangement, though applicable laws may require certain treatment for compliance.

Virtual non-exempt employees are responsible for reporting accurate hours worked in accordance with regular timekeeping processes. Non-exempt employees may not work overtime from the virtual location without prior written approval from their manager. Approved overtime worked will be paid at the standard overtime rate. Certain non-exempt positions may not be eligible for virtual work arrangement.

Work Schedule

Employee work hours and virtual work schedule will be mutually agreed upon by the supervisor and the employee. If business conditions require the employee's presence at the main work location, including for a function, meeting, or other event, the employee shall report to the main work location.

Equipment and Business-Related Expenses

On a case-by-case basis and subject to applicable law, Current will determine, with information supplied by the employee and their manager, the appropriate equipment needs (including, to the extent applicable and approved by the employee's manager, a laptop, keyboard, mouse, monitor, and a docking station) for each virtual work arrangement.

The Human Resource and Information Technology Teams will serve as resources for virtual work. Equipment supplied by Current is company property. Employees must take appropriate action to protect company-owned property from damage or theft and avoid misuse. Current accepts no responsibility for damage or repairs to employee-owned equipment. Current reserves the right to make determinations as to appropriate equipment, but such determinations are subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. Upon separation from employment for any reason, the employee shall promptly return to the Company all equipment and any other property belonging to Current.

The employee will establish an appropriate professional work environment within his or her workspace for the performance of virtual work.

Unless specifically required by applicable law, Current will not be responsible for costs associated with the setup or maintenance of the employee's virtual work location. This means that items such as desks, chairs, file cabinets, lighting, or for repairs or modifications to the virtual work location space will not be purchased or subsidized by Current absent a specific legal requirement to do so. The employee is responsible for having a high speed internet connection, at the employee's own expense where permitted by law. The employee must have, and pay for, homeowners or renters' insurance, including liability coverage, to participate in the virtual work program.

Virtual workers will not be reimbursed for mileage traveled to meetings held at a Current location if within 50 miles.

Safety

Employees are expected to maintain their virtual workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a virtual office location and in conjunction with his or her regular work duties are normally covered by the Company's workers' compensation policy. Employees are responsible for promptly notifying Current of such injuries in accordance with the Company's standard injury reporting process. Current is not responsible for any injuries sustained by visitors or family members in an employee's virtual workplace location.

Child and/or Adult Care

Current understands that some individuals have child and/or adult care obligations. If children or adults in need of primary care are in the virtual work location, then the employee must ensure such care is undertaken by another person(s) during the employee's working hours.

Communication with your People Leader

Once a virtual working arrangement has been approved, the manager and employee are expected to communicate at a level consistent with employees working at a fixed office site or in a manner and frequency that is appropriate for the job and the individuals involved.

Termination of Virtual Work Arrangement

The Company reserves the right to terminate any employee's virtual work arrangement at any time, without prior notice, for any reason and in Current's sole discretion. Managers should make every effort to give reasonable notice to employees that such a change is required.

If employees begin to exhibit performance problems during the period that they are in a virtual work arrangement, the Company retains the right to revoke the virtual work arrangement. An employee may request to terminate their virtual work arrangement by providing a written request to their manager.

Virtual work arrangements do not automatically follow an employee to a new job within Current. The employee's new manager will have discretion whether to maintain a virtual work arrangement for the transferring employee.

Considerations

The Company will consider all eligible employees for virtual work arrangements on an equal opportunity basis without regard to an employee's race, color, creed, religion, national origin, gender, gender identity, sex, age, marital status, disability, sexual orientation, pregnancy, citizenship status, veteran status, or any other characteristic protected by law. Whenever necessary to provide equal employment opportunities, and in compliance with the Americans with Disabilities Act (ADA) and other federal, state and local laws, the Company will provide reasonable accommodations for the known physical or mental limitations of qualified applicants or employees with disabilities, unless doing so would impose an undue hardship on the Company. Application for and utilization of a Virtual Work Arrangement by an employee shall not be used by the Company to negatively impact that employee's career.

Definitions

Virtual Work Arrangement shall mean an arrangement allowing eligible employees to work from home or at an alternative worksite full-time.

Virtual Worker shall mean an employee who works either on a part-time or full-time basis from a home office or other approved non-Current location.

** For other Flexible Work Arrangements, please refer to the Flexible Workplace Policy.*

Virtual Work Agreement

Name:	Employee ID:	Manager:
Department:	Employee Type: ☐ Exempt ☐ Non-exempt	Date of Hire:
Virtual Work Location:	Virtual Work Start Date:	

I, _____ (hereafter "I" or "Employee"), and Current Lighting Holdco, Incorporated (hereafter "Current" or the "Company") agree as follows:

1. I confirm that I have accepted Current's offer to work virtually.
2. I understand and agree to follow the terms and requirements of the Virtual Work Policy. I further understand that I remain subject to all Current policies, practices, and programs while working virtually, including timekeeping requirements, if applicable to my role.
3. I understand and agree that Current will not make and has not made any representations about the personal tax implications arising from this virtual work arrangement. It is my obligation to assess any tax impacts, seeking professional advice, if necessary.
4. I understand that I may be provided with Current-owned equipment for use at the virtual work location. I understand and agree that upon separation from my employment with Current, for any reason, I am required to return to the Company, in good condition, all equipment and any other property of Current. I understand that all work I do from my virtual office location belongs exclusively to Current pursuant to the terms and conditions of Current's Employee Innovation & Proprietary Information Agreement. I agree to immediately inform Current of any breach or suspected breach of confidentiality. I also agree to strictly adhere to all Current data security protocols contained in its IT Acceptable Use Guide & Policy, which can be accessed via The Current Way code of conduct.
5. I understand that Current's responsibility for any work-related injuries will be limited to the state's or local province's workers' compensation laws. Workers' compensation liability will be limited to work-related injuries in this designated work space. I agree to report any work-related injury to my supervisor promptly, in accordance with the Current's standard injury reporting process. I understand and agree that Current will not be liable for personal injuries or damage to my personal or real property and/or of third parties or members of my family that occurs at the virtual work location. I agree to indemnify and hold Current and all of its representatives harmless against any and all claims, excluding workers' compensation claims.

I have read and understand this Agreement. I understand my responsibilities under this arrangement and further recognize this arrangement can be modified or terminated at any time by Current.

Employee Signature: _____ Date: _____

I have reviewed the above with the employee and approved the virtual work arrangement as outlined.

Supervisor's Signature: _____ Date: _____

HR Signature: _____ Date: _____