



Ingeniux COVID-19 Company Policy

PURPOSE

This policy details regulations and recommendations pertaining to remote work, business operations, paid time off, sick leave, and travel during the COVID-19 pandemic.

You are kindly requested to follow these rules and recommendations diligently to sustain a productive, healthy, and safe workplace in this unique environment.

SCOPE

This policy applies to all Ingeniux employees.

POLICY

Here, we outline the Ingeniux COVID-19 Company Policy.

Remote Work

Ingeniux offices have been temporarily closed for the safety and well-being of our staff. As of March 9, 2020 the Seattle office was closed, and as of March 16, 2020 the Walla Walla office was closed. Since then, the entire Ingeniux workforce has transitioned to working remotely. The current office closures are temporary and based solely on the extraordinary circumstances presented by the COVID-19 pandemic.

Ingeniux plans to open office locations on June 1, 2020. This opening date is subject to changes due to government policies or recommendations. Once Ingeniux offices have re-opened, Ingeniux employees working in the Seattle and Walla Walla offices will have the option of continuing to work remotely until further notice. Ingeniux will notify all employees when the company's standard remote work policy will resume.

BUSINESS OPERATIONS FOR REMOTE WORKERS

At Ingeniux, working hours vary by department. If, during this time, you find that it is not possible for you to maintain your regular working hours, then it is your responsibility to coordinate alternative working hours with your manager. These hours should meet the needs of your department while accommodating the unique circumstances of your day-to-day responsibilities during the COVID-19 pandemic. Once your new, temporary schedule is defined, make sure to stick to it in order to avoid disrupting your teams' efforts and output.



Should you need to take a break, run an errand, or step away from your work for some reason, all Ingeniux employees should make sure to communicate this to their co-workers either via Glip status, Glip message, email, or phone. Include in this notification when you plan to return to work.

During this time of remote work, we ask that all employees take these recommendations into account in an effort to maintain resilient and productive day-to-day operations:

- 1) **Designate a “Home Office” for Working Hours:** This doesn’t have to be a whole room, but designating a space for the sole purpose of work can improve focus, increase productivity, and help you separate work life and home life to some degree while working from home.
- 2) **Use the Tools and Technology Available to You:** Now that we are all working remotely, it is important that we use tools like email, Glip, RingCentral video conferencing, and phone calls effectively. Coordinate with your team so that everyone is clear what tools are best to use in certain circumstances and for certain projects.
- 3) **Over-Communicate:** Without an office, many of us can no longer rely on seeing one another daily. During this time of remote work, be proactive in communicating, collaborating, and informing your co-workers. A few ways to do this include:
 - Update your Glip status regularly;
 - Inform team members of breaks, errands, or periods of time when you will be away from your computer;
 - Respond as quickly as possible to co-workers asking questions or collaborating with you on projects – even if it is just to let them know that you’ll address the matter later.
- 4) **Consider Ways to Structure Your Day:** Working from home means many of us will lose the structure that once formed the backbone of our workday. You may want to consider structuring your day around healthy routines and habits. Some examples of these include: Pre-work or lunch-break workouts, going for a walk before the workday begins or when the workday ends, preparing healthy meals at mealtimes, incorporating reading/writing breaks into your day.

PAID TIME OFF

In addition to the standard PTO available to all Ingeniux employees, we have added a new type of PTO for use during the COVID-19 pandemic: CV-PTO.

CV-PTO provides employees with 40 hours of coronavirus-specific PTO to be used for the duration of the COVID-19 crisis. This PTO can be used to address coronavirus-specific work reductions, such



as remote work environment issues, childcare, personal health care, mental health breaks, etc. If you have questions about what qualifies as CV-PTO, reach out to your manager.

You can view and use your CV-PTO on the company intranet (intranet.ingeniux.com). Managers will be notified of CV-PTO requests via email and will review/approve on a case-by-case basis.

SICK LEAVE

During the COVID-19 pandemic, Ingeniux will offer additional sick leave that can be used in combination with CV-PTO in cases that apply, detailed below.

If you have a positive COVID-19 diagnosis, inform your manager immediately. You can use CV-PTO and, if needed, additional sick leave grants from the company, as you recover. You can return to work only after you have made a full recovery, with a doctor's note confirming your recovery and that you are fit to return to work.

If you need to care for someone with a positive COVID-19 diagnosis, inform your manager immediately. You can use CV-PTO and, if needed, additional sick leave grants from the company, to take the time required to provide care.

All sick leave requests must be submitted to your manager and will be reviewed and approved on a case-by-case basis.

TRAVEL

All business travel has been cancelled or postponed until further notice. Our policy on travel will be evaluated daily and we will keep all employees informed as to any changes.

We strongly recommend that anyone returning from personal travel self-quarantine upon their return for 14 days and monitor themselves carefully for symptoms.

PERSONAL PRECAUTIONS AND PREVENTATIVE MEASURES

Whether at work or at home, please take the following precautions to avoid getting sick:

- Practice excellent personal hygiene habits, including washing your hands with soap and water frequently, coughing into a tissue or your elbow, and avoid touching your eyes, nose, or mouth.



- Clean frequently touched surfaces and objects (like doorknobs and light switches). Regular household cleaners are effective.
- Avoid touching your eyes, nose, and mouth unless you've just washed your hands.
- Get plenty of rest, drink plenty of fluids, eat healthy foods, go for walks in the sun, and manage your stress to keep your immunity strong.

It is important that we all respond responsibly and transparently to these policies, recommendations, and health & safety precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

The Ingeniux COVID-19 company policy is subject to changes with the introduction of additional government guidelines and scientific recommendations. If any changes are made to this policy, we will update you as soon as possible.

If you have questions, please reach out to your manager or email Shannon McKinney at shannon.mckinney@ingeniux.com.

PO Box 21466
Seattle, WA 98111

p 877-445-8228
f 877-445-8228

www.ingeniux.com