



Remote Work Policy

Purpose

Acres is committed to providing a safe and healthy workplace for our staff and project partners. In certain instances, Acres employees will be required to work remotely. To ensure employees are safe while working remotely, this policy outlines roles, duties, and responsibilities of all parties.

Scope:

This policy applies to all employees of Acres Enterprises Ltd. All employees are expected to work from their primary office location. In the event of extenuating circumstances, flexibility will be given to personnel to work remotely.

Policy

While working remotely all Acres employees are required to adhere to the following procedures.

Procedure:

Acres will require all personnel working remotely to complete the following:

1. Notify your director as far ahead of time as possible over teams, text, or phone call with the reason you are unable to be in the office
2. If working remotely please ensure you have your top 3 priorities for the day identified with your direct manager/ supervisor and provide status update at the end of the day
3. Follow all safe work procedures