



Mapletronics Work From Home Policy March 20, 2020

In order to best serve our Teammates and our Clients during the current COVID-19 (coronavirus) outbreak, we understand there will need to be changes to our normal practices. MapleTronics is monitoring the current situation as it unfolds and, as circumstances dictate, will implement voluntary temporary telecommuting arrangements for Teammates whose job duties are conducive to working from home but who do not regularly telecommute.

In situations where the Teammate has been exposed to the virus, displays symptoms of the virus, or has tested positive for the virus we will ask the Teammate to work from home as they are able, for a specified period of time.

In order to be most productive in a telecommute position Teammates must have:

- A defined workspace free from other distractions
- Internet access
- Computer
- Phone

These arrangements are expected to be short term, and MapleTronics will continue to monitor guidance from health officials and the need for remote work arrangements. Teammates should not assume any specified period of time for telework, and MapleTronics may require Teammates to return to regular, in-office work at any time.

Should the current health situation warrant, MapleTronics may require all Teammates, who are able, to work from home. Teammates should be proactive with department managers in preparing for these circumstances to ensure Teammates have the resources necessary to work remotely.