

**This policy applies only to full-time employees on the side of the company managed by Cassie Myers.**

## **Weekly Work-From-Home (WFH) Day Policy**

### **Policy Overview**

Effective January 1, 2026, after six months of full-time employment, eligible employees may be approved for up to one (1) work-from-home day per week, at management's discretion and subject to business needs.

### **Guidelines and Expectations**

- The WFH day must be **planned in advance** and approved by the employee's manager.
- Approval is based on:
  - Job responsibilities
  - Team coordination
  - Performance and reliability
  - Business priorities
- Employees must remain:
  - Fully available during scheduled work hours
  - Responsive to communications
  - Actively participating in meetings and collaboration
- WFH days may be adjusted, rescheduled, or revoked due to:
  - Meetings
  - Coverage needs
  - Operational requirements
- Employees may be required to work on-site on their scheduled WFH day if business needs arise.

### **Optional Participation & Equipment Responsibility**

- Working from home is **optional** and provided as a convenience, not a requirement of employment.

- **Capita is not responsible for providing, reimbursing, or maintaining** home office equipment, furniture, internet service, utilities, or any other costs associated with working from home.
- Employees choosing to work from home are responsible for ensuring they have:
  - A reliable internet connection
  - A safe and appropriate workspace
  - The ability to perform their job duties effectively and securely

### **Misuse of WFH Privileges**

Misuse includes, but is not limited to:

- Reduced responsiveness
- Missed meetings
- Repeated last-minute changes
- Treating WFH days as partial PTO

Misuse may result in loss of WFH privileges.

### **Policy Review and Changes**

This policy will be reviewed periodically and may be modified or canceled at any time to meet business needs. Participation in WFH arrangements is not guaranteed and may be adjusted or revoked at management's discretion.