



Remote Work and Virtual Meetings Policy

OPERATIONS

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VERSION
1.0

EFFECTIVE
March 2026

REVIEWED
March 2026

POLICY

Barkan recognizes the importance of flexible work arrangements in supporting operational continuity and employee well-being. Employees may be approved to work remotely or telecommute, subject to supervisor approval and completion of the required documentation.

Remote Work Conditions

1. The employee will remain accessible and productive during scheduled work hours.
2. All employees are expected to work a full workday and complete all necessary work and assignments
3. During exceptional situations (e.g., pandemic, emergency closures), employees may be required to report to the office upon directive from their supervisor, and only with supervisor approval.
4. The employee will communicate regularly with their supervisor and coworkers. Employees are required to check in with their supervisor at an agreed upon frequency. Supervisors may establish additional communication requirements based on department needs.
5. The employee will comply with all Barkan rules, policies, practices, and instructions as if working on-site.
6. The employee is expected to maintain satisfactory performance standards.
7. A safe and secure work environment must be maintained at all times.



Virtual Meeting Guidelines

Many Board, Annual and internal meetings may be held virtually. Employees are expected to conduct virtual meetings in the same manner as in person meetings.

1. Punctuality and preparedness - Employees are expected to log into the virtual meeting room on time and be prepared as the meeting leader or participant. If you are unfamiliar or unsure of how to use the platform, please reach out for assistance before joining virtual meetings.
2. Appropriate use of video and audio settings- Employees must be on video during meetings with clients or team members. Safety and precaution should be taken if an employee is in the field.
3. Professional appearance and background- Employees are expected to adhere to the company dress code while on virtual meetings. An approved Barkan virtual background should be utilized at all times. If an approved background is not available, employees background should be blurred out. Effort should be made to utilize a desktop/laptop computer or tablet. A phone may be used if necessary.
4. Active participation throughout the meeting. Employees should participate and engage as if they were in an in person meeting including taking appropriate notes, asking questions etc. Employees should not be texting, making other phone calls, or utilizing the Chat feature unless the chat is part of the meeting.

Technology and Security

1. Barkan may provide necessary technology or support for virtual meetings. Employees are responsible for maintaining secure access to company systems and ensuring protection of confidential information.
2. Should the employee not adhere to the above procedures or jeopardize secure access, the supervisor may make a determination to remove Barkan provided equipment or virtual capability.