



## **Telecommuting During COVID-19 Outbreak**

### **Objective**

The Greenbrier Companies, Inc. (the Company) recognizes that there are circumstances when telecommuting is necessary and beneficial including protecting team members from exposure or potential exposure to viruses such as COVID-19.

Telecommuting is a viable, flexible work option which allows authorized employees to work remotely for a specified period of time when both the employee and the job are suitable for this arrangement.

In the event an employee has been exposed to the COVID-19 virus, telecommuting provides a means to maintain business continuity and reduces the need to access paid time off benefits, assuming the employee is able to work during a period of quarantine.

Telecommuting is a temporary arrangement, limited in duration, approved by management, and in no way changes the terms and conditions of employment.

### **Procedures**

Telecommuting arrangements are made on a case-by-case basis.

In all cases, the employee must contact their supervisor to discuss and agree upon the feasibility of remote work, the specified period of time for the remote work, and the expectations of the telecommuting arrangement including the working hours the employee will be accessible at their telecommuting location.

Employees can make arrangements with their supervisor to get documents and files that may be needed.

The employee is expected to maintain regular interaction by phone and e-mail with their supervisor and other team members to ensure work is completed and to attend regular meetings as scheduled via phone to ensure work is completed.

### **Telecommuting Guidance**

- Focus should be on working similarly to being in the office. To be productive, distractions and noises should be kept out of the work area during work hours.
- Telecommuting employee must be available to customers and coworkers by phone, email, text, and/or instant messaging. Any voicemail, email, texts, or instant messages are to be promptly returned.
- Employees need to adjust their Outlook calendar if unavailable for a period of time during normal work hours.

## **Equipment**

Equipment supplied by the Company is to be used for business purposes only in accordance with our Acceptable Computer, Mobile Device and Digital Use Policy. The employee must agree to take appropriate action to protect the items from damage or theft.

The employee will establish an appropriate work environment within his or her remote site to conduct work. The Company will not be responsible for costs associated with the setup of the employee's work environment.

## **Security**

Consistent with expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Company and customer information at all times regardless of work environment by use of the Company's VPN network when accessing company data.

**Changes to the above program may occur at the Company's discretion without prior notice. Exceptions may be made in individual situations upon the approval of the Business Group Leader or Human Resources.**