



REMOTE WORK

Employees working remotely must comply with all Company rules, practices, policies, and instructions that would apply if the Employee were working at the Company office location. Company equipment must not be used by anyone other than the Employee and only for business-related purposes. The Employee will not make any changes to security or administrative settings on Company equipment. All tools and resources provided by the Company to remote Employees remain the property of the Company at all times. Remote employees must properly dispose of work-related documents or notes. Refer to Discount Tire's **Security Awareness and Acceptable Use Policy** located on the Knowledge Center for appropriate use guidelines.

Employees will be accessible and productive during their established remote working hours and will notify their Manager in advance of any times they will be unavailable (e.g., doctor appointments, family commitment, vacation, etc.). Employees must be accessible by phone and email within a reasonable time during the agreed-upon work schedule or upon business need.

Exempt employees must clock in. Non-Exempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. Non-exempt Employees must report their exact hours worked. All hours worked beyond an Employee's regularly scheduled time must be pre-approved by the Manager and will be paid in accordance with Company policy and applicable wage law. An Employee who works unauthorized time, including overtime, may be subject to disciplinary action.

Work Area

The Employee will designate a workspace within any remote work location for placement and installation of equipment to be used while working remotely. The Employee will maintain this workspace in a safe condition, free from hazards and other dangers to the Employee and equipment. The work area will be free from any distractions and noise that may interfere with internal and external customer communication and/or productivity. Any company materials taken to the remote work location must be kept in the designated work area and must not be made accessible to others.

Office Supplies

Out-of-pocket expenses for office supplies will not be reimbursed, unless otherwise required by law. In order to manage expenses, the Company has negotiated rates and rebates with Office Depot.

The following office supplies are available for pick-up from Distribution:

- Toner for DT printers
- Printer paper

Please follow the instructions per Distribution to request and pick up these items. For other office supply needs, please work with your Manager to order through Office Depot. These items will be available for pick-up from the Corporate Office. Items should not be purchased via a credit card.



Staying Connected

In a proactive effort to stay connected to other Discount Tire Employees:

- **Company Virtual Meetings and Trainings:**
 - When participating in meetings virtually, use cameras to help encourage social interaction and enhance team connection.
 - Employees are expected to dress appropriately, please refer to the Corporate Appearance Policy located on the Knowledge Center, and are in a dedicated workspace, free from distraction.
 - Please be mindful when scheduling meetings and consider whether there is a need to connect via meeting. In addition, please refrain from scheduling meetings during lunch hours and before or after established working hours.

Paid Time Off

When Employees are unable to work on a scheduled remote workday, they must request personal paid time off.

Caring for Dependents

For those Employees with dependents, the Employee must have child/elder care in place during regularly scheduled remote work hours. While an occasional, brief interruption may occur when a dependent is present in the home, Employees should keep interruptions to a minimum to avoid distraction in work. Remote work is not designed to be a replacement for appropriate child/elder care.

Non-Work Obligations

Employees must take care of personal obligations outside of their scheduled remote work hours. Time needed to handle personal business during the normally scheduled workday must be pre-arranged with the Employee's Manager just as if they were working at a Discount Tire office.

System Down-Time and Technical Issues

In the event of computer network issues, technical problems, or system down-time, the Employee should first self-troubleshoot. If the issue is not resolved within 15 minutes, the Employee must promptly contact IT Support and their Manager. If the issue is not resolved within 60 minutes, the Employee may be required to return to working in a Discount Tire office until the issue is fixed. Where reporting to the office is not practical, the Employee may be required to take paid or unpaid leave (e.g., PTO, etc.) consistent with time and attendance policies.

Internet Connection

Employees with a remote work arrangement should have, at minimum, the following:

- 1) High-speed internet connection (minimum of 50 Mbps download; 150 Mbps download preferred)
- 2) Home cable modem that is docis 3.0 or 3.1
- 3) Enabled computer firewall
- 4) An uninterrupted internet connection
 - a. If sharing family WiFi, a hardwired connection will provide dedicated bandwidth. Employees may request an ethernet cable from Asset Management.
 - b. An assessment may be completed to determine if there is a need to improve network speed and function.



Equipment

Discount Tire equipment is to be used for business purposes only. Employees may not use Company equipment for unlawful purposes or to work for other Employers. Other persons are not allowed to use equipment. Refer to Discount Tire's **Security Awareness and Acceptable Use Policy** located on the Knowledge Center for appropriate use guidelines. Equipment provided by Discount Tire will be maintained by Discount Tire. Any hardware or software purchased by Discount Tire remains the property of Discount Tire and will be returned to Discount Tire upon request or termination of employment.

Each employee will receive a standard technology kit to include:

1. Laptop with camera
2. Up to two (2) monitors
3. Mouse and keyboard
4. Soft phone software
5. Docking station
6. Earbuds (wired)

Any additional equipment needed will be based on job function and business need and must be approved by employee's manager.

Company Owned Phone

A company phone will be provided based on position or job need. Employees should work with their Manager for approval.

Security of Information

Remote Employees must comply with the Company's policies and expectations regarding information security. The Employee is expected to ensure the protection of proprietary Company and Customer information accessible from their remote work location. Refer to Discount Tire's **Security Awareness and Acceptable Use Policy** located on the Knowledge Center for appropriate use guidelines.

Breaches of information security while telecommuting, intentional or unintentional, may be cause for disciplinary action up to and including termination of employment.

Liability

The Employee's offsite workspace location will solely be considered an extension of the Company's workspace. Therefore, the Company's workers' compensation program may apply to job-related injuries that occur in the Employee's offsite workspace during the Employee's working hours. The Employee is responsible for maintaining a safe and ergonomic working environment, including the work area and any other areas within the remote work location. The Employee will report work-related injuries to their Manager as soon as practicable.

Discount Tire assumes no responsibility for injuries occurring in the employee's remote workspace outside working hours or for injuries which occur as a result of a reasonably recognizable unsafe remote workspace. The employee agrees to maintain safe conditions in the remote workspace and to practice no less than the same safety habits and rules as those applying on Discount Tire premises.

Workers' compensation will not apply to non-job-related injuries that occur at the remote work location. Employees who work remotely should do so from a workspace that does not endanger the Employees or others and that provides adequate confidentiality for the performance of the Employees' duties. Discount



Tire will not be responsible for injuries to third parties or members of the Employee's family that occur at the Employee's remote work location. The Employee understands and agrees that they are liable for injuries or damages to the person or property of third parties on the premises of any remote work location. The Employee agrees to indemnify and hold Discount Tire harmless from any and all claims, including for losses, costs, or expenses, asserted against Discount Tire by such third parties.