

INDIANA HARBOR BELT RAILROAD

REMOTE WORK POLICY

EFFECTIVE APRIL 1, 2021

Purpose

The Indiana Harbor Belt Railroad (Company) strives to provide its' employees with a safe and secure work environment that promotes teamwork and productivity. It is important for our employees to be able to effectively communicate with one another and with our customers to ensure that business runs safely and efficiently. While the Company feels that being in an office setting is the most effective way to accomplish this, we realize that there may be times when remote work may be beneficial or required under certain circumstances when possible. This policy addresses eligibility and expectations regarding remote work.

Eligibility

Any remote work must be approved by the department director or by human resources. Not all positions are appropriate or feasible for remote work. Remote work is neither an entitlement nor a companywide benefit. Remote work is not permanent for any position; it is a temporary arrangement which may be approved for specific circumstances which may arise. Under normal circumstances, employees are expected to report for duty at their assigned location at their designated start time.

Requests for remote work may be initiated by either the employee or the Company as a temporary work arrangement. A discussion will be had to determine if the essential functions of that position may be performed remotely and if business needs allow for the accommodation. Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, business travel or medical needs. Any approved remote work arrangement may be discontinued at any time. Every effort will be made to provide as much advance notice to the employee as possible when the arrangement ends and the employee will be expected to return to duty at their in-office work location.

Expectations

When working remotely, the following applies:

- Employees should choose a quiet and distraction-free work station
- Employees should have an adequate internet connection for their job
- Employees should be at their work station and working at their assigned start time
- Employees should dedicate their full attention to their job duties during working hours

- Employees are expected to respond to co-workers, customers and managers in a timely manner consistent with how they would respond if they were working from their office location and as necessary based on business needs.
- Employees should maintain communication with co-workers, customers and managers at a level consistent with an employee who is in the office and in a manner and frequency that is appropriate of the job and the individuals involved.
- Employees working remotely will be held to the same standard of efficiency as when the employee was working in the office.
- Employees must discuss work expectations with their department director prior to beginning remote work to ensure a mutual understanding of the duties and to determine the most effective and efficient way to complete all required work. All questions or issues that arise during the course of the employee's work day, should be addressed with their department director.
- Employees should understand that remote work is not designed as a replacement for appropriate child care or other personal needs. The focus of the arrangement must remain on job performance and meeting business demands.
- Employees should adhere to all company rules, policies and procedures and understand that remote work does not change the terms and conditions of their employment.

Equipment/Supplies

A determination will be made at the time the remote work arrangement is made as to whether the Company will provide the necessary equipment or supplies or if the employee must provide their own equipment or supplies. This will be determined on a case by case basis depending on the circumstances of the arrangement.

If the employee provides their own equipment or supplies, they will be responsible for all maintenance and upkeep of these items. If a laptop is required, VPN and company required software may be installed. The Company will provide IT assistance with any required company software or systems but not for the equipment itself.

If the Company provides equipment to the employee, the Company will be responsible for all maintenance and upkeep of the equipment and supplies. The employee is expected to take appropriate action to protect all company equipment and supplies from damage or theft. Any equipment or supplies provided by the company are to be used for business purposes only and must be returned to the company once remote work ceases or employment with the company ends.

Security

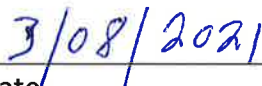
When working remotely, employees are expected to maintain the same level of information security they would if they were working in the office. Appropriate measures should be taken to ensure the security and protection of proprietary information of both the customers and the company. All policies and procedures of the company, including but not limited to the Information Technology Resources Policy, the Electronic Communications Policy and the Code of Ethics, apply when working remotely.

Violations

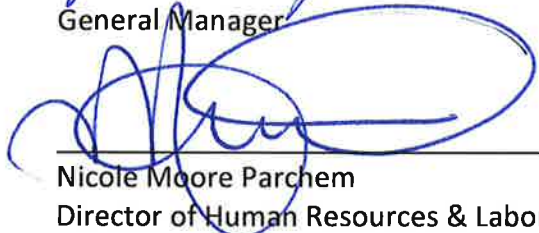
Anyone found to be in violation of this policy may be subject to discipline up to and including dismissal.



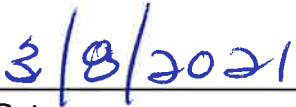
John Wright
General Manager



Date



Nicole Moore Parchem
Director of Human Resources & Labor Relations



Date