NPG Alternate Work Shift and Work-from-Home Guidance

BWXT is offering the following to provide work schedule options to help our NPG employees make decisions that best meet their specific needs. These options also follow guidance from Health Canada which recommends physical distancing to minimize the impact of coronavirus (COVID-19) on our workplace and community.

Alternate Work Shifts

Employees who need to change their shift due to caregiver responsibilities, or to support social distancing, should contact their supervisor to request a change. Supervisors must determine if the request can be accommodated and still satisfy business needs. If so, the supervisor will coordinate with Labor Relations or Human Resources to process the approved shift change.

Alternative Work Arrangement Guidelines

All BWXT leadership should work with their employees to implement actions that maximize an employee’s ability to work from home when possible given the limits of job functions, accessibility of IT hardware, information protection and other considerations.

Work-from-Home Position/Performance Requirements

- All existing terms and conditions of employment, including, but not limited to, the job responsibilities for the employee’s position, salary, benefits, vacation, leave and other benefits remain the same as if the employee continued to work at his or her regularly assigned place of employment.
- Employees will be expected to continue to meet the same established performance standards that would be required at the normal place of work and performance will continue to be assessed. Employees will specifically be required to satisfy the following:
  - Meet all defined goals in the agreed timeframe in accordance with the employee’s goal plan
  - Respond timely to all requests including meeting notices, emails, voice messages and other communication from internal and external sources
  - Employees will continue to work in a regular, full-time capacity. Notwithstanding the circumstances related to the COVID-19 pandemic, it is expected that employees will continue to devote the full amount of the regular work day and work week to work-related activities.
  - In the event of illness, injury or emergency, please notify your manager.
Employees will continue to follow the established timekeeping procedures for tracking work hours, as well as requesting and using vacation, holiday time and other available leave. Employees may track hours manually for input into the system at a later date. In addition, it is recommended that non-exempt employees establish a process with their manager to accurately provide notification regarding hours worked at least weekly. Any hours worked over 40 in a workweek by non-exempt employees must continue to be accurately recorded and reported.

**Working Conditions**
- Employees working from home agree that, to the extent possible, they will not allow non-work related events and activities to disrupt or interfere with work at the remote work site.
- Consistent with BWXT’s expectations of information security for employees working at the office, you agree that company information will be stored and treated in a sensitive and confidential manner using company-approved equipment and security measures only.
- Further, you agree to ensure the protection of proprietary company and customer information accessible from your home office location by taking prudent security measures, such as the use of locked file cabinets and desks, regular password maintenance and any other information security measures appropriate for the job or environment and in accordance with company policy.

**Safety and Security in your Home Office**
- To the best of your ability, try to establish an appropriate work environment within your home for work purposes. It is important to ensure your safety while working from home, as you would in the workplace. Please be mindful of hazards and distractions.
- Should an accident or injury occur to you in your designated home office during your agreed upon working hours, the accident must be reported and all requested documents completed in accordance with normal practice. Such an accident or injury will be covered, if appropriate, by workers’ compensation.