



EMPLOYMENT POLICY AND PROCEDURE GUIDE

Policy:	Virtual Remote Workspace
Effective Date:	01/18/2023

Applicability: All Employees

Purpose

This policy has been crafted to enhance teamwork and accountability. In our virtual workspace, clear guidelines are in place to encourage collaboration and ensure individual responsibility. We believe that by fostering a strong sense of teamwork and emphasizing accountability, we can achieve our collective goals while maintaining high standards of performance while following our company core values and nurturing the company culture.

Guidelines:

- If you have been approved to work remotely, occasionally or for scheduled given number of days in a week, you must have a quiet workspace with reliable internet connection. This policy doesn't allow you to adjust your current agreed upon work schedule.
- You are still required to work your full existing shifts with a lunch break;
- When working remote, you are expected to be available all times during your working shift.
- When talking with another team member, it is required to have your video on during that communication. Therefore, while working from home, you are expected to be as presentable as you would be in the office.
- All levels of job positions are required to be in an assigned breakout room when working remotely.
- Leaders working at office must access rooms as often as necessary to interact with remote team member(s).
- When working remotely, your Avaya status and your department calendar must be updated to reflect your current working status
- When needing to be on another zoom call or in field visits, exit your breakout room and update your Avaya status.

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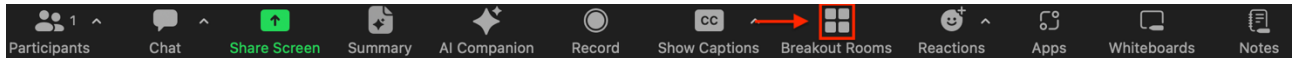
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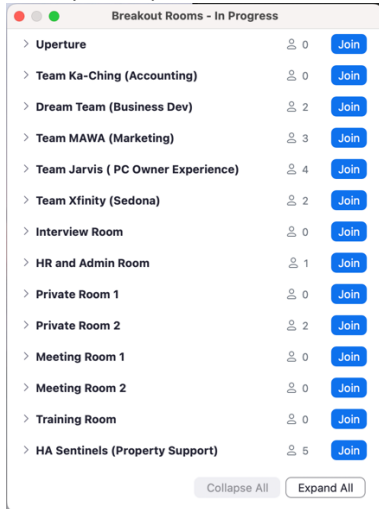
Entering the Breakout Rooms:

1- Access the following Link: <https://us06web.zoom.us/j/83629199577?pwd=bkRhNFprZ3A4WVdaeXViN1V4TWFDZz09>

2- Click on the Breakout Rooms Icon:



3- Select your respective Breakout Room from the options:



Departments and their Breakout Room:

Department	Breakout Room
Accounting	Team Ka-Ching
Business Development	Dream Team
Guest Experience	Team Vortex
Marketing & Onboarding	Team MAWA
Owner Experience	Team Jarvis
Reservations & Revenue Management	Reservations