

## Dell Technologies: Work from Home Policy

### Overview and Purpose

This document reflects the overarching work from home policy (named Connected Workplace) that Dell Technologies uses for our global team members. It is intended to give a starting point for companies to consider while building their internal working from home policy.

- At Dell Technologies, our flexible work policy uniquely positions our employees to get work done successfully during any situation.
- For more than a decade, championing a flexible work environment has been a key component of our company's culture.
- Established in 2009, our Connected Workplace program is a strategic business initiative which allows employees to choose the work style that best fulfills their needs on the job and in life in a highly mobile, collaborative, and flexible work setting.
- The program has positively impacted our business, our approach to talent acquisition and our environmental footprint.
- But more than just a policy, this program is much more about a change in how we think about work - where work is not anchored to one place and time and instead is focused on outcomes.
- We established a 2020 goal in 2013 to enable 50% of our workforce to work flexibly.
- The goal encouraged team members to design their ideal working arrangements, including remote work, flexible hours and job sharing.
- It also involved supporting flex workers' needs through enhanced technology infrastructure, trainings and a Conexus employee resource group.
- We have surpassed that goal, with approximately 65% of Dell Technologies team members leveraging work flexibility in their jobs.
- From an environmental impact perspective, employees who work remotely reduce their travel by 136 million miles a year and emit 35,000 less metric tons of greenhouse gases from having fewer commuters on the roads. That's the equivalent of taking nearly 7,400 cars off the road each year.
- We will continue to invest, grow, and evolve our Connected Workplace program to enable our team members to be their best and do their best work.

# Table of Contents

1	Purpose.....	4
2	Scope.....	4
3	Definitions .....	4
4	Policy Statement.....	4
4.1	Policy Adherence and Expectations .....	4
4.2	Eligibility and Approval .....	5
4.2.1	Role Eligibility.....	5
4.2.2	Leader Approval.....	5
4.2.3	Suitable Remote Work Area .....	5
4.3	Enroll / Modify Enrollment / Un-enroll .....	5
4.4	Allowances.....	5
4.4.1	No Additional Expenses.....	6
4.4.2	No Retroactive / Backdated Stipend Payments.....	6
4.4.3	Stipend Exception .....	6
4.5	IT Systems and Technology .....	6
4.6	Security .....	6
4.7	The Home Working Office.....	7
4.8	Insurance .....	7
4.9	Taxation .....	7
4.10	Roles and Responsibilities.....	7

# 1 Purpose

Dell is committed to work-life balance and to exploring flexible work practices with its team members. The purpose of this policy is to outline the policy guidelines and eligibility requirements regarding the Connected Workplace program.

# 2 Scope

This policy applies to team members of Dell Technologies, and its wholly-owned subsidiaries and other identified team members (“The Company”) (unless the subsidiary has a separate and distinct policy on the subject matter).

This policy does not cover inter-country and international moves. Team members considering a move to a different employment area (e.g. state, city, country, region, etc.) must follow our global mobility process.

# 3 Definitions

Under the Connected Workplace program, the following are the working arrangements available when it is agreed between Dell and the team member to work remotely on a regular basis:

Term	Definition
Remote Team Member	Team members who perform their responsibilities exclusively from home 5 days a week.  For clarification, team members who occasionally visit a Dell campus to meet and/or collaborate with their colleagues or attend meetings but have a dedicated workspace outside of a Dell facility are still considered Remote team members.
Mobile Team Member	Team members who perform their responsibilities from home 1 to 4 days per week.

# 4 Policy Statement

## 4.1 Policy Adherence and Expectations

Team members approved for the Connected Workplace program are expected to maintain normal productivity and performance. They must not carry out work for anyone other than Dell nor, without prior permission, undertake non-work related activities during their working hours.

Participation in the Connected Workplace program is not an opportunity to perform household duties, care for children or other dependents, or attend to other personal business. Team members must use Personal Business Allowance (PBA) or other Paid Time Off (PTO) benefits, for absences from work for childcare, personal business, illness, etc.

Team members should liaise with their leader about their patterns of work and days in the office and will be responsible for keeping their leader and team informed about the status of their work. Team members must work with their leader to accommodate themselves for on-site meetings or trainings as required by their role.

Dell's Code of Conduct and all other respective employment policies and practices apply to Dell team members while working, irrespective of work location or schedule arrangement.

Team members must accurately report all time worked no matter the work location.

## 4.2 Eligibility and Approval

Team members who wish to participate in the Connected Workplace program must ensure the following:

### 4.2.1 Role Eligibility

Team members must ensure their role is eligible to work on a remote or mobile basis and they should discuss role eligibility with their leader prior to enrolling. Certain roles due to the nature of the job are not possible to perform from a non-Dell facility. Such examples include, but are not limited to:

- Any roles which require a physical presence onsite (e.g. manufacturing roles)
- Any roles which have a technology constraint (e.g. call center, inside sales)
- Any roles which have a security constraint that cannot be maintained from a non-Dell facility (e.g. customer contracts, etc.)

### 4.2.2 Leader Approval

Team members must ensure their leader agrees and approves their work arrangements.

At all times, participation in the Connected Workplace program will be subject to the continuing approval of the individual's leader. Dell reserves the right to withdraw program participation approval upon reasonable notice.

### 4.2.3 Suitable Remote Work Area

It is the team member's responsibility to ensure they have a suitable work area available when participating in the Connected Workplace program.

It is the team member's responsibility to ensure a safe and healthy work environment. The team member's office area should be limited to a separate area of the team member's home.

## 4.3 Enroll / Modify Enrollment / Un-enroll

Before enrolling, team members should ensure that they have discussed with and received leader approval, and that they meet all eligibility criteria. Once approved, team members can go ahead and submit the enrollment application form.

If a team member returns to work exclusively at a Dell facility, they must un-enroll from the Connected Workplace program; they may be required to return incentives received while enrolled in the program, as permitted by local law.

## 4.4 Allowances

In addition to the provided IT equipment (i.e. a Dell notebook, monitor, peripherals), Dell provides a one-time and recurring stipend to fully remote team members based on the country and where legally applicable to help support some of the cost associated with the setup and ongoing work-from-home arrangement.

#### 4.4.1 No Additional Expenses

No additional expenses are covered under the Connected Workplace program, other than the one-time and/or recurring stipends.

Expenses incurred by team members that are not covered by the one-time and/or monthly stipend are not eligible for reimbursement under the Connected Workplace program (e.g. internet expenses, telecom charges, etc.). If the team member has a legitimate business expense not covered by the provided stipends (e.g. office supplies), they must get approval from their leader and it will be subject to Dell's Travel & Expense policy.

Team members cannot submit mileage and/or meal charges in connection with travel to/from a remote work location to a Dell facility within a team member's local area of employment.

#### 4.4.2 No Retroactive / Backdated Stipend Payments

Retroactive payments for either the one-time or recurring stipends are not permitted (i.e. backdated payments will not be possible for any period prior to when the team member enrolled in the Connected Workplace program).

#### 4.4.3 Stipend Exceptions

For any exceptions, team members will need to discuss the business justification with their leader and submit expenses in accordance with Dell's Travel & Expense policy.

### 4.5 IT Systems and Technology

Team members must ensure they have the proper IT systems and technology to perform their job duties from a remote location. If approved to participate in the Connected Workplace program, softphone and peripherals (e.g. monitor, docking station, keyboard, mouse, headset, etc.) may be requested following the existing process/procedures.

### 4.6 Security

Team members working remotely will be dealing with Dell and customer confidential and personal data, so reasonable steps must be taken to ensure that such data is treated with adequate regard to data protection, confidentiality and security measures. Team members must ensure that they continue to observe Dell policies in this area and that they take the following measures in their daily work arrangements:

- Ensure that all access to Dell databases is provided through a secure ID. Dell's IT team has put in place an infrastructure to facilitate working remotely and can be contacted if there are any specific issues related to access or IT security.
- Shredders should be used to destroy confidential and business documents and other confidential papers that are not required to be retained.
- No third parties present in your remote office, including family members, should be permitted access to Dell's computer or any Dell or customer documents and team members must ensure they are not permitted to access any other Dell or customer information.
- Use a lockable desk drawer, cupboard or filing cabinet for storing papers.

## 4.7 The Home Working Office

Dell and the team member working remotely have joint responsibility under relevant Federal and State Health & Safety legislation to ensure that the area in which a team member works, e.g. the team member's home, and any equipment used, meets prescribed health and safety requirements. Team members should reference country addendums for specific health and safety requirements in their country (if applicable).

While remote-working, team members shall be subject to the same accident, sickness and absence reporting requirements as they would be if they were working at a Dell facility. Employment-related accidents or injuries must be reported immediately to the team member's leader. The team member should also follow the Dell Technologies Environmental Health & Safety procedures and processes to report work-related injuries and accidents.

## 4.8 Insurance

Dell-provided equipment will be covered by Dell's policy of insurance, subject to the terms of that policy.

The team member must check any lease, tenancy agreement, mortgage and/or buildings and contents insurance, as permissions may be needed for the team member to work remotely. It is the team member's responsibility to apply for and secure any necessary authorizations and to inform Dell of any difficulties or concerns.

## 4.9 Taxation

For tax purposes, travel from home to your usual Dell facility will be deemed part of the ordinary commute and cannot be claimed as business travel. Team members are reminded that any tax and social security liabilities, costs, claims or expenses are their responsibility.

## 4.10 Roles and Responsibilities

All team members are responsible for understanding and adhering to this policy. Leaders are responsible for enforcing this policy within their workgroups.

It is the leader's responsibility to align the allowances stipulated in the program to the policy, ensure funding/spend is controlled within respective business budgets, and ensure ongoing compliance within the guidelines of the policy.