Remote Work Health & Safety Policy

Version 1.0

PURPOSE

This Addendum supplements the M10TEK Employee Handbook to establish health and safety standards specifically tailored to a fully remote workforce. M10TEK, LLC and M10 Technology Canada, Inc. operate as 100% remote organizations with no shared physical office premises. All Associates work from home-based offices or other remote locations of their choosing.

M10TEK is committed to providing every Associate with a safe, healthy, and ergonomically sound working environment, regardless of location. This policy sets out our approach to identifying and managing health and safety risks in remote work settings, providing guidance in emergency situations, and supporting the physical and psychological wellbeing of all Associates.

SCOPE

This policy applies to all M10TEK and M10 Technology Canada, Inc. Associates, including full-time, part-time, temporary, and contract workers who perform work from a home office or other remote location. It also applies to non-employee contractors and consultants engaged by M10TEK who perform work remotely on M10TEK's behalf.

1. REMOTE WORK HEALTH & SAFETY RISK ASSESSMENT

M10TEK conducts and maintains an ongoing health and safety risk assessment specific to remote and home-office work environments. Because Associates work exclusively from remote locations rather than shared facilities, many traditional workplace hazards (heavy equipment, chemical exposure, shared physical infrastructure) are not applicable. However, M10TEK recognizes the following hazard categories relevant to remote work:

1.1 Identified Hazards and Risk Factors

- Ergonomic risks: Poor workstation setup, non-adjustable seating, improper monitor height, and repetitive strain from keyboard and mouse use.
- Display screen fatigue: Extended screen time leading to eye strain, headaches, and disrupted sleep.
- Sedentary behavior: Reduced physical movement during the workday, contributing to musculoskeletal issues and cardiovascular risk.
- Psychological health risks: Isolation, blurred work-life boundaries, overwork, and stress associated with remote work.

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- Electrical and fire safety: Use of personal electrical equipment, power strips, and home internet infrastructure.
- Slip, trip, and fall risks within the home office workspace.

1.2 Risk Significance and Preventive Actions

Each identified risk is assessed for likelihood and potential severity. M10TEK takes the following preventive actions:

- Associates are provided with ergonomic guidance (see Section 3) to reduce musculoskeletal risk.
- Associates are encouraged to take regular breaks from screens and to follow the 20-20-20 rule: every 20 minutes, look at something 20 feet away for 20 seconds.
- Associates are encouraged to incorporate movement into the workday. M10TEK supports flexible scheduling to allow for exercise and recovery.
- Psychological wellbeing resources are available through the company's Employee Assistance Program (see Section 5).
- Associates are responsible for ensuring their home workspace meets basic electrical safety standards, including use of surge protectors and avoiding overloaded power strips.
- Associates should maintain a clear and unobstructed home office workspace free from tripping hazards.

1.3 Periodic Review

M10TEK will review this risk assessment at least annually, or sooner if there is a significant change in the nature of work, workforce composition, or applicable health and safety regulations. Associates are encouraged to report new or emerging risks to their supervisor or to contracts@m10tek.com at any time.

2. HEALTH & SAFETY EMERGENCY ACTION PLAN

In a fully remote organization, Associates are responsible for knowing and following local emergency procedures at their home location. M10TEK establishes the following guidance for emergency situations that may occur during the workday.

2.1 Personal Injury or Medical Emergency

- If an Associate experiences a medical emergency during work hours, they should call 911 (U.S.) or 911 / local emergency services (Canada) immediately.
- Associates should notify their supervisor or a colleague as soon as it is safe to do so.
- Supervisors who become aware of an Associate medical emergency should attempt to contact the Associate and, if warranted, contact local emergency services at the Associate's known location.

2.2 Fire or Home Emergency

- Associates should follow their local fire safety and evacuation procedures.
- Associates should have a working smoke detector in or near their home office workspace.
- Associates should have a basic home fire extinguisher accessible in their workspace.
- In the event of a fire or home emergency, Associates should evacuate first and notify M10TEK only after they are safe.

2.3 Cybersecurity and Data Incidents

Cybersecurity incidents are the primary operational emergency for a remote technology and consulting company. Associates should refer to the Incident Response Plan in the Employee Handbook (Section IX.L, p. 23) and the standalone M10TEK Incident Response Plan for full procedures. In summary:

- Report suspicious activity or suspected data breaches to your supervisor or organizational leadership immediately.
- Do not attempt to remediate a suspected breach independently before reporting.
- Provide the following information when reporting: type of incident, date, data impacted, users impacted, severity, and containment steps taken.

2.4 Prolonged Outage or Inability to Work

If an Associate is unable to work due to a home emergency, power outage, or other disruption, they should notify their supervisor as early as possible by phone or email. M10TEK will accommodate reasonable flexibility in these situations.

3. WORKSTATION ERGONOMICS GUIDELINES

M10TEK is committed to minimizing the risk of repetitive strain injuries and other ergonomic hazards for all remote Associates. The following guidelines apply to all home office workstations.

3.1 Chair and Seating

- Use a chair that provides lumbar (lower back) support. Adjust height so that your feet are flat on the floor or on a footrest.
- Hips should be at approximately 90 degrees. Avoid sitting with legs crossed for extended periods.
- Armrests, if present, should allow shoulders to remain relaxed.

3.2 Monitor and Screen

- Position your monitor at approximately arm's length away (roughly 20–30 inches).
- The top of the screen should be at or slightly below eye level to avoid neck strain.
- Reduce glare by positioning the monitor perpendicular to windows where possible.
- Use the 20-20-20 rule to reduce eye strain.

3.3 Keyboard and Mouse

- Keep the keyboard and mouse at a height where your elbows are at approximately 90 degrees and wrists remain straight while typing.
- Avoid resting wrists on the desk while actively typing; use a wrist rest during pauses.
- Consider a vertical or ergonomic mouse if you experience wrist discomfort.

3.4 Breaks and Movement

- Stand up and move for at least 5 minutes every hour.
- Consider a standing desk or desk converter if prolonged sitting causes discomfort.
- Stretch hands, wrists, shoulders, and neck regularly throughout the workday.

3.5 Lighting

- Ensure adequate lighting in your workspace. Avoid working in dim or excessively bright conditions.
- Use a desk lamp directed at work materials rather than at your screen.

4. HEALTH & SAFETY AWARENESS AND TRAINING

All new Associates will receive this Remote Work Health & Safety Addendum as part of their onboarding materials and are required to sign an acknowledgment confirming they have read and understood the guidelines.

4.1 Onboarding

- Associates are encouraged to review this policy and the full Employee Handbook annually or whenever significant changes are made.

4.2 Ongoing Awareness

- M10TEK will distribute updates to this policy whenever health and safety guidance materially changes.
- Associates may request ergonomic or health and safety guidance at any time by contacting their supervisor or contracts@m10tek.com.

5. STRESS AND PSYCHOLOGICAL WELLBEING

M10TEK recognizes that remote work presents unique psychological challenges, including social isolation, difficulty separating work from personal life, and the potential for overwork. M10TEK takes the following proactive steps to support Associate wellbeing.

5.1 Employee Assistance Program (EAP)

M10TEK's health plan includes access to an Employee Assistance Program (EAP). The EAP provides confidential support services including:

- Short-term counseling and mental health support
- Stress management resources
- Work-life balance guidance
- Referral services for additional professional support

Associates should refer to their benefits documentation or contact HR at contracts@m10tek.com for EAP access details. EAP services are confidential; M10TEK does not receive information about individual Associate usage.

5.2 Workload and Work-Life Balance

- Supervisors are responsible for monitoring Associate workloads and taking action if an Associate appears to be consistently overworked.
- Associates are encouraged to establish and maintain consistent working hours and to communicate clearly with supervisors when workload becomes unmanageable.
- Associates are not expected to be available outside of their established working hours unless an urgent operational need has been communicated in advance.

5.3 Reporting Concerns

Any Associate experiencing significant work-related stress or psychological difficulty is encouraged to speak with their supervisor or to contact HR confidentially at contracts@m10tek.com. Anonymous concerns may also be reported via hello@m10tek.com in accordance with the M10TEK Whistleblower Policy.

6. NON-EMPLOYEE AND CONTRACT WORKERS

M10TEK engages non-employee contractors and consultants who perform work remotely on behalf of M10TEK or its clients. M10TEK extends the following health and safety expectations to these workers:

- Non-employee workers are provided with this Remote Work Health & Safety Addendum and are expected to maintain a safe and ergonomically appropriate home office environment.

- Non-employee workers are subject to M10TEK's Incident Response Plan and cybersecurity protocols as described in the Computer Usage Agreement and related IT policies.
- Non-employee workers experiencing a health or safety concern related to their engagement with M10TEK should contact their M10TEK point of contact or fieldglassadmin@m10tek.com.
- EAP services under M10TEK's health plan are available to eligible workers as defined by the benefits plan. Non-employee contractors should refer to their own employment or benefits arrangements for EAP access.

7. ASSOCIATE RESPONSIBILITIES

All Associates share responsibility for maintaining a safe remote work environment. Each Associate is expected to:

- Maintain a clean, organized, and hazard-free home office workspace.
- Follow the ergonomic guidelines in Section 3 and raise any concerns promptly.
- Report work-related injuries or health concerns to their supervisor as soon as possible.
- Participate in health and safety training and review policy updates when distributed.
- Make use of available wellbeing resources, including the EAP, when needed.
- Report any observed or suspected health and safety violations to contracts@m10tek.com.

- **REMOTE WORK HEALTH & SAFETY LOG**

Date	Version	Changes	Approver
6/5/2026	1.0	Initial Release	Jim Rosenberger