

## ***Tele-Commuting***

### *1.0 Policy*

Ultra Technologies, Inc.'s management determines work hours based upon the operating needs of the Company. The company is responsive to being flexible to the personal circumstances of our employees. As a benefit to its employees, the Company has established a Telecommuting program.

### *2.0 Scope*

All Regular Full-time employees.

### *3.0 Guidelines*

Telecommuting schedules and assignments must be pre-arranged with the employee's supervisor and approved at one level above the direct supervisor. Approval for these schedules is at the discretion of the company as it is not possible for all positions to be removed from the regular working environment. Schedules may be revised or revoked at any time due to corporate exigencies (eg. proposal efforts, absence of other employees). Any employee working from home will schedule their day according to regular working hours to be accessible to fellow workers and company clients. This includes checking in with the office regularly (voice and e-mail) and keeping your supervisor informed of your working hours and location as well as the status of assignments and projects. Employees are required to be present for all departmental meetings and to be in the office a minimum of three days per week. Being present in the regular work environment creates consistency and communication among the corporate team.

Any employee found to be abusing the telecommuting privilege may be disciplined up to and including dismissal.