EMPLOYEE GUIDELINES FOR WORKING FROM HOME QUICK GUIDE

Wherever possible, apply the same work practices at home as you would do in your normal place of work. Here are some specific examples and guidelines for working at home:

Try to minimize the printing of documents, use electronic copies if possible. If a document needs to be printed, store it in a secure place (Such as locked drawer). Never dispose of paper documents into your trash or recycling. Documents that need to be retained must be stored securely and then returned to the office at a later date. For documents which cannot be returned to office at a later time, use one of the following options:

- Take the document to a local shredding service, such as Staples or UPS

- Use a home shredder to destroy the documents if you have a secure cross-cut or micro-cut shredder

Try to preserve your home internet bandwidth during the times when you are working at home. Activities like video games, streaming or downloading media on you home network may consume bandwidth and impact your ability to work efficiently, where possible try the following:

- Reduce the number of devices that are connected to your home WIFI - If you don't need it, disconnect it or power it off

- Limit the use of streaming services during active working hours such as: Hulu, Netflix, Disney +, Amazon Prime Video, Apple TV, Pandora Radio, etc.

- Use a different internet connection for other things that need the internet (For instance a cellular network)
If you have good cellular or phone service in your area, you may want to switch off "WIFI calling" on your cellphones

- If your home WIFI router supports it, connect your work computer using the 5GHz radio band

- If your home WIFI router is more than 3-5 years old, check with your ISP to see if is an option to upgrade to a newer one. Alternatively, log into your router's administration page and check to see if a new firmware update is available. Even simply rebooting the router can sometimes increase speeds. Often your Internet Service Provider can assist you, so consider giving their support a call if you are having issues with you internet speeds

- See if it is possible to enable auto-updates on the computers and internet router in your home if possible, this help to make your home internet connection as efficient as possible and will protect and secure your home

- Lithia IT does not have the ability support your home networking equipment. If you having issues with your home router and internet connection, consider reaching out to your Internet Service Provider for assistance

Unless traveling, avoid using shared or public WIFI networks whenever possible

Try to reserve a space in your home for you to work in, that is as private and secure as possible - Always avoid having your computer in an area where it is accessible to the general public

You will need to "Log-In" to Lithia systems at the start of your work day, remember to also "Log-Out" when you are no longer working. When you are "Logged-In" to Lithia systems you are considered to be a working employee and our systems will try to protect your security. It is important to sign back out again when you are done working.

Click here for step-by-step instructions on how to start working from home

Please contact your supervisor or email InformationSecurity@lithia.com if you have any questions or concerns regarding working at home.

Thank you for your continuous support.