

LETTER OF UNDERSTANDING 2

BETWEEN: Gulf and Fraser Fishermen's Credit Union, operating as Gulf & Fraser **(the "Employer")**
AND: MoveUP (Canadian Office and Professional Employees, Union Local 378) **(the "Union")**
RE: Work from Home Arrangement

The Employer and the Union agree that, when permitted by the Employer's business operational needs, some positions within the Credit Union bargaining unit can be included in this Letter allowing for working at their home office in British Columbia, Canada, up to 2 days a week.

Employees in the following job classifications within the bargaining unit are not required by the Employer to work from home to perform their job duties:

- Group 1 – Member Services Partner
 - Group 3 – Credit Services Partner
1. Whenever permitted by business operational needs, employees in the above job classifications can seek authorization to work from home for up to 2 days a week, pursuant to the Employer's Work from Home Policy (the "**Policy**").
 2. As long as employees meet the eligibility criteria specified in the Policy, employees do not need to seek further authorization. If employees' eligibility changes in the future, they may be required to perform their duties at their assigned office.
 3. Should an employee be authorized to work from home, they must be able to access a location that is suitable for the work from home arrangement and follow the Policy. In the event of any work disruptions after the start of a workday at home, (e.g., power outage or technological disruption), employees are required to notify their manager immediately and to go to their assigned office. Their travel time to their assigned office is considered as time worked. When the employee is scheduled to work at office, travel time is not counted as time worked.
 4. The employee shall not be expected to perform work from home while on sick leave or any approved leave of absence.
 5. During a workday at home, employees shall not perform split shifts.

Special Provisions

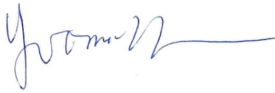
The Collective Agreement applies in all respects except as specifically amended by this Letter and the Policy.

Either Party may terminate this Letter by providing the other Party a two - month notice.

The Parties agree to discuss the matter of Work from Home Arrangement, including but not limited to workload concerns, at Communications Committee meetings.

Signed at Vancouver, BC this 5th day of July 2023

SIGNED ON BEHALF OF THE EMPLOYER

A handwritten signature in blue ink, appearing to read 'Yvonne Shen', with a long horizontal flourish extending to the right.

Yvonne Shen, Employee Relations Manager

SIGNED ON BEHALF OF THE UNION

Anny Chen, Union Representative